
From: Procurement Card <PCARD@LISTSERV.UGA.EDU> on behalf of Annette M Evans <amevans@UGA.EDU>
Sent: Tuesday, May 31, 2011 9:01 AM
To: PCARD@LISTSERV.UGA.EDU
Subject: Renewable Lease Agreements

This notice is being sent to you on behalf of the Procurement Office. It has been distributed to multiple lists, so you may receive more than one copy.

DATE: May 31, 2011

TO: All campus end users

FROM: Procurement Office

SUBJECT: Renewable Lease Agreements

As we are ending Fiscal Year 2011 and planning for Fiscal Year 2012 the Procurement Office would like to announce our new procedures for handling lease agreements. **This memorandum will serve as your renewal notice for all lease agreements.**

Leases:

Each department will be responsible for keeping track of their leases, when they need to be renewed, and how many months remain on the lease.

- Procurement will continue to renew these contracts; however, a new purchase order will be released each year.
- Department will submit a new purchase request in UGAMart. If the lease covers multiple pieces of equipment, each piece should be listed as its own line item. Within the line item description on your purchase request please include the following information:
 - Brief description of the equipment being leased
 - Serial Number
 - Beginning and Ending date for this year's request
 - Portion of the lease being procured at this time (ex. This purchase covers months 3 thru 14 of a 24 month lease)
 - Include the original purchase order number used to begin the lease in the internal comments area of UGAMart.
- It is important to note that the purchasing process will not be completed again so you do not need to submit certain documents such as CESS approval, sole source/sole brand justification, or bid specifications.

To utilize Fiscal Year 2012 funds, the accounting date in UGAMart must be changed to July 1, 2011.

Rationale:

These procedures are being implemented to remove the administrative burden (to both Procurement and UGA Departments) associated with maintaining contractual agreements and to therefore provide more timely and efficient

service to our customers. This process will enable Procurement to provide greater visibility to our customers regarding the status of their renewal and Accounts Payable to obligate funds more expeditiously.

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