

2318 Facility Lease Payments

Effective: Dec. 1986

Revised: November 2006

Last Reviewed: May 2007

Responsible Office: Comptroller

Approval: Comptroller

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Purpose

To ensure the timely and accurate payment of authorized facility lease obligations.

Policy

1. The [Office of the Treasurer](#) is responsible for initiating all facility lease payments.
2. Facility lease payments will be processed through the Accounts Payable department using the appropriate Comptroller's Office disbursement form.
3. Requests for lease payments must conform to the Facility Lease Payment Schedule as developed by the Office of the Treasurer.
4. Leases executed subsequent to the annual approval of the Facility Lease Payment Schedule must be approved individually by the Vice President for Finance and added to the schedule prior to any payment thereon.