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## 2318 FACILITY LEASE PAYMENTS

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Effective: Dec. 1986  
Revised: November 2006  
Last Reviewed: May 2016  
Responsible Office: Comptroller  
Approval: Comptroller

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### PURPOSE

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TO ENSURE THE TIMELY AND ACCURATE PAYMENT OF AUTHORIZED FACILITY LEASE OBLIGATIONS.

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### POLICY

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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.