

# 10 Expense Lease Process Responsibilities

Departments should recognize the responsibility and effort required to enter into an expense lease with a third-party landlord and consider the level of coordination and process management with various offices including Physical Plant, IT, General Counsel, Compliance, Contracting and Purchasing.

Visit: [HSC OP 72.06 Leasing of Space and Facilities](#) or [Expense Lease Process Guidelines](#) for more information.

Contact [contracting@ttuhsc.edu](mailto:contracting@ttuhsc.edu) with questions.

## 01 Contact Space Committee

Prior to soliciting or contracting for leases, provide evidence of Campus Space Committee approval in compliance with [HSC OP 61.21 Institutional Space Policy](#).

## 02 Develop Plan

Request a planning meeting with Purchasing/Contracting, IT and Facilities to outline a strategy for property identification, funding, and necessary TTUHSC resources.

## 03 Define Specs

Draft a list of departmental specifications for leased space in section 5.4 **Specifications** of [Lease RFP Template \(Lease of Space\)](#).

## 04 Identify Acquisition Method

Initiate the appropriate acquisition method: Direct Negotiation (state or local entity), Competitive Solicitation (private entity) or Sole Source Justification (affiliated hospital).

## 05 Establish Leasing Team

Establish lease contract/solicitation team including Facilities, IT, General Counsel, Compliance, Contracting and/or Purchasing as appropriate.

## 06 Obtain Funding

Prior to execution of a lease contract, submit a TechBuy non-catalog requisition to cover recurring monthly lease costs associated with the current fiscal year.

## 07 Initiate Contract

Initiate appropriate lease contract with the Contracting Office through the [TTUHSC Contracting System](#).

## 08 Schedule Services

Schedule moving, space renovation, signage, IT network access, custodial, maintenance, utilities, security, etc. **These costs are the responsibility of the department leasing the space.**

## 09 Designate Managers

Designate a location manager and contract manager to establish POs and maintenance service orders, review contractual obligations, and manage contract expiration and vacate actions.

## 10 Oversee Revisions

For proposed revisions, re-engage the Leasing Team for guidance. Notify Facilities, IT and Contracting if the leased space changes to another location within the same building.



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