

# Tips

from Business Affairs

April 2021

## 10 Expense Lease Process Responsibilities

Departments should recognize the responsibility and effort required to enter into an expense lease with a third-party landlord. Consideration needs to be given to 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  
Develop  
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.

