



SUBJECT

**LEASES**

1. GENERAL POLICIES - All Lease Agreements, either Capital Leases or Operating Leases, and all Installment Purchase Contracts are subject to the provisions of this Section. This includes all Agencies, Departments, Offices, Boards, or Commissions of the State; Executive, Legislative or Judicial; Elected or Appointed.
  - a. Copies of all Land, Building and Improvement Lease Agreements and Installment Purchase Contracts shall be forwarded to the **Department of Administration - General Services Division.**
  - b. Copies of all Vehicles, Furniture, EDP Equipment and Other Equipment Lease Agreements and Installment Purchase Contracts shall be forwarded to the **Department of Administration Financial Services Division.**
  - c. If it is impracticable to forward complete copies of Lease Agreements and Installment Purchase Contracts to either the Department of Administration - General Services Division or Department of Administration - Financial Services Division then summaries may be substituted. The Director of the Department of Administration or his/her designated representative shall at all times make this determination.
2. PROCEDURES - Once a State Agency enters into a Lease Agreement or Installment Purchase Contract; and, the agreement has been approved by the Attorney General, the Agency should contact the Department of Administration.
  - a. If the Lease Agreement or Installment Purchase Contract is for either Land, Buildings or Improvements, the General Services Division should be notified and arrangements made to forward a copy of the Lease Agreement or Installment Purchase Contract to the General Services Division.
  - b. If the Lease Agreement or Installment Purchase Contract is for either Vehicles, Furniture, EDP Equipment or other types of Equipment, the Financial Services Division should be notified and arrangements made to forward a copy of the Lease Agreement or Installment Purchase Contract to the Financial Services Division.
  - c. Should it be impracticable to forward complete copies of Lease Agreements and Lease Purchase Agreements, arrangements should be made to forward summaries to the responsible Division of the Department of Administration.