

*a*

AM-301-3-2

*m*      ***Payment of Real Property Rentals***

**RESPONSIBILITY**

**ACTION**

Requesting Agency

1. Submit PURCHASE REQUISITION (28-1447-1971) [AM-301-1-1] to Bureau of Purchases at the time specified below:

- For new leases: Submit immediately upon receiving instructions from Real Estate Department.
- For existing leases which continue from one fiscal year to another: Submit 1 month prior to the beginning of each fiscal year.

Bureau of Purchases

2. Send PURCHASE ORDER to owner of rental property.

Requesting Agency

3. Submit DEPARTMENTAL RECEIVING NOTICE – FOR PARTIAL SHIPMENT (28-1427-0047) [AM-301-1-3] to Disbursements Division one week before rent is due. In “Unit” column, enter number of months. In “Description of Supplies and Services” column, include:

- Address of property rented.
- Dates payment covers, e.g. August 1-31, 1973.
- Whom to make check payable to.
- Amount of rent due.

In the blank marked “Shipment,” indicate number of payment (1<sup>st</sup>, 2<sup>nd</sup>, etc., or final).

Disbursements

4. Send check for appropriate amount to owner of rental property.

NOTE: If upon expiration of the current lease, no lease renewal or other space will be required, the Space Committee must be informed in writing of the lease termination 4 months prior to the lease expiration date.