

Overview

This instruction guide is for campus departments to understand the different types of space use and lease of space and when to use myUF Marketplace requisitions for lease rental payments. The UF Office of Real Estate handles all external lease and license of space (off-campus) such as leasing office space, land, buildings, educational, residential and warehouse space on behalf of the UF Board of Trustees (UFBOT). Space as part of a special event such as hotels, functions, conferences and seminars are handled via Procurement Services with a Services Request Form in a requisition in myUF Marketplace. Event space on campus managed by UF departments is done directly with the offices that manage reservations, fees and calendars for those spaces such as the Baughman Center, UF Performing Arts and Reitz Union.

Please see the Office of Real Estate (ORE) website at: <http://ore.ufl.edu> before proceeding with any external leasing of space. Click on **Lease and Acquisitions** to understand the process and learn how it works. Requisitions for rental payments via myUF Marketplace should only be completed after the Office of Real Estate has worked with the department and signed any leases on behalf of UFBOT. A signed lease, license, or amendment with the authorized UFBOT signatory must be attached to the requisition in myUF Marketplace. It transfers to the original invoice but does not need to be on the recurring invoice, the original is sufficient.

STEPS

A. External Leasing and The Office of Real Estate

1. Visit the Office of Real Estate website to determine how to get started. Go to <http://ore.ufl.edu> and click on **Lease and Acquisitions** to read How the Leasing Process Works.
2. If you have questions, call ORE at (352) 294-2725 or email tjones25@ufl.edu
3. Request and complete the Preliminary Request Form and submit to tjones25@ufl.edu to start the process.
4. The ORE will contact you and guide you through state and university regulations, conduct negotiations, provide real estate expertise, financial analysis and legal coordination
5. UFORE requires a completed approval form signed by Department, Dean/Vice President and in some cases the Senior Vice President/Provost prior to execution of Lease.

B. If your college/department wishes to purchase real estate contact ORE for assistance.

Submitting a Requisition for Leased Space in myUF Marketplace

Once the Office of Real Estate on behalf of UFBOT has signed a contract or lease, attach it to a requisition in myUF Marketplace along with any other completed forms, such as the Lease Approval form.

Creating a Requisition in myUF Marketplace

After working with the Office of Real Estate to complete the Lease Approval Form and Lease of Space, attach both forms to a Service Request Form in myUF Marketplace.

Here is an example: UF is leasing space from UF Innovation Square to rent an office suite at 720 SW 2nd Ave. The supplier would be Innovation Square LLC. To set up the PO for monthly payments for the lease:

Use the Service Request form in myUF Marketplace to set up monthly payments. For guidance on submitting a Service Request Form, please use the guide, [Shopping With a Form for Service](#).

Complete the form with:

- a. **Unit of Measure (UOM)** as 1 Month
- b. Enter the **quantity** as the number of months on the lease. For this example, if the lease covers 11 months the PO may be paid 11 times.
- c. The **Commodity Code** should be 80130000 Real Estate Services Including Lease of Space and Land

Example of the requisition with the Service Request form:

Product Description		Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1 <input checked="" type="checkbox"/> COTA RENTAL OF SUITE 207-208 for 11 months at the current rate <input type="checkbox"/> more info...		80130000	1/MON (Months)	2,000.00	11 MON (Months)	22,000.00 USD	<input type="checkbox"/>
Commodity Code		80130000	Real estate services including lease of space and land	Internal Note	no note		
				Internal Attachments			
				External Note	no note		
				Attachments for supplier			

- a. Use the Service Request form for the rent over 11 months of the lease:
- b. Add another Service Requisition form for any other payments separate from the rent. Examples include utilities, cleaning of common rooms or one-time expenses agreed to in the lease.

Once the requisition is submitted, it will go to the Department Financial Approver and UF Procurement.

Service Request Information	
Commodity Code	80130000
UOM	1 MON - Months
Estimated Cost/Fee per unit (not to exceed)	2,000.00
Quantity	11
Service Begin Date	7/1/2017
Service End Date	6/1/2018
Description	COTA RENTAL OF SUITE 207-208 for 11 months at the current rate

C. **Paying the Lease in myUF Marketplace**

If the lessor provides a monthly invoice, simply email the invoice to ufl.invoices@edmgrou.com making sure the PO number is displayed on the invoice document. If the lessor expects monthly payments to be made from the executed lease, follow the steps below to get the document into the system for approval and setup the recurring monthly payments:

STEPS

1. Because there is no invoice you must create an invoice number. Use a meaningful, sequenced numbering system. This will prevent duplicate payments. The lease agreement should be .pdf or .tif file. This transaction will route to **the unassigned queue** of the approver for the PO DeptID and should be approved for payment. For guidance on approving an encumbered invoice, see the Marketplace Toolkit instruction guides: [Invoice for an Encumbered Payment](#) and [Approving an Invoice for an Encumbered Payment.](#))
2. The original invoice will be input at the monthly lease amount. Once that invoice is completed, set up recurring invoices. Make sure the first recurring invoice's Start Date is dated for the **second** month so it doesn't pay twice.

Once this is set up, it will go to Department Level 2 approver to approve then it will go to myUFL. From the start date, the system will take whatever invoice number was initially created and add a -1, -2, etc. in creating a new invoice number each month as it automatically invoices the lease each month. **Note: There is a 30 character limit in the invoice number field so be mindful to leave space for the -1, -2, etc. the system adds each month.**

Resources:

For any questions before leasing please contact:

Office of Real Estate (352) 294-3660 or realestate@ad.ufl.edu

For questions on requisitions and purchase orders please contact:

UF Procurement Services at (352) 392-1335 or procurement@ufl.edu

For questions on payments and vouchers, please contact:

University Disbursements at (352) 392-1241 or please use the form to submit a request:

<https://uf.tfaforms.net/489>