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 Market requisitions for lease rental payments. The UF Office of Real Estate now handles all external lease and license of space (off-campus) such as leasing office space, land and 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. 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 Market 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 Market and myUF Payments for payment.

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) 294-3660 or email realestate@ad.ufl.edu
3. Request and complete the Preliminary Request Form and submit to realestate@ad.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, among other services and any will provide required internal UF approval forms that need to complete before reviewing and having an authorized UFBOT signatory sign a lease on behalf of the university.
5. The ORE also assists in property acquisition.

B. Submitting a Requisition for Leased Space in myUF Market

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

Creating a Requisition in myUF Market

For example, let’s look at a requisition to rent an office suite at 720 SW 2nd Ave. Attach the Lease Approval Form and the signed lease both completed after working with the Office of Real Estate. The supplier would be Innovation Square LLC. To set up the PO for monthly payments for the lease:

Use the Service Request form to set up the 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:

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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.
c. Remember to complete the Due Date in the requisition; this will keep the purchase order open for multiple payments to be made. Due Dates can be updated if needed via a change order.

Once the requisition is submitted, it will go to the Department Financial Approver and UF Procurement.
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C. Paying the Lease in myUF Payments

Because paying a lease will not always involve monthly invoices, pay the purchase order in myUF Payments and set up automated monthly scheduled payments in myUFL. Follow these steps:

**STEPS**

1. Email Disbursements Services at disbursements@ufl.edu and ask them to upload the attached .pdf or .tiff signed lease agreement into myUF Payment Solutions so you can initiate payments. Do not scan it yourself; Disbursements can bypass the new non-invoice rejection. Please provide the Purchase Order number and lease agreement as a .pdf or .tiff file. The lease needs to be in myUF Payments as backup documentation and for the official breakdown of payments.

2. For guidance on approving an encumbered invoice, see the myUF Payment Solutions Toolkit instruction guide: Approving an Invoice for an Encumbered Payment

3. When entering the Invoice Number, every department that creates invoice numbers should have a meaningful, sequenced numbering system. This will prevent duplicate payments. **The Invoice Date should be the date you are entering the lease into the system (current date).** Pay the entire amount. You will be able to set up the monthly payments the next day in myUFL so a payment is posted once a month. **If you do not set up the automatic payments in myUFL the next day, the entire sum will be posted at once.**

D. Setting Up the Scheduled Monthly Lease Payments in myUFL

**NOTE:** Once the Invoice is approved through overnight processing, go to the voucher in myUFL by navigating to Accounts Payable > Vouchers > Add/Update > Regular Entry and click the find an existing value tab.

4. Go to the Payments tab within the voucher:
   - Use the plus (+) icon to add the number of payments needed to ensure payments are made on a monthly basis (maximum is 12 for a full year).
   - Change the **Gross Amount** on each payment to reflect the monthly lease amount.
   - Set the **Scheduled Due Date** on each tab to the date the payment needs to be made monthly.
   - Click the **Save** button

(See the illustration on the next page.)
Once the voucher is complete, the system will automatically make a payment each month for each payment set up in the voucher.

### E. Resources

For any questions before leasing please contact:
**Office of Real Estate** (352) 294-3660 or [realestate@ad.ufl.edu](mailto:realestate@ad.ufl.edu)

For questions on requisitions and purchase orders please contact:
**UF Procurement Services** at (352) 392-1335 or [procurement@ufl.edu](mailto:procurement@ufl.edu)

For questions on payments and vouchers, please contact:
**University Disbursements** at (352) 392-1241 or e-mail [disbursements@ufl.edu](mailto:disbursements@ufl.edu)