



University of Missouri System
COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

Real Estate Lease Approval

Date:	Campus:	Lease Type: <input type="checkbox"/> Payable <input type="checkbox"/> Receivable			
Department Contact (Enter department contact who should receive email notifications for upcoming expiration dates, renewal options, etc.)					
First Name		Last Name			
Email		Phone			
Leased Property Address					
Street					
City		State		Zip	County
Asset Information (Required for Receivable Leases Only)					
Building Name			Asset ID		
Supplier/Customer Information					
Lessor/Lessee Name			Supplier/Customer ID (Enter "NONE" if new ID needs to be setup)		
Payment/Invoicing Address					
Street					
City		State		Zip	County
Address Seq #		Location (example STANDARD OR ACH001)			
Lease Details					
Commencement Date		Expiration Date		Term (Months)	
# of Renewal Options			Duration of Each Renewal Option		
Annual \$ Amount			Total Contract \$ Amount		
Accounting					
MoCode	Fund Code	Department Code	Class Field	Program Code	Project Code
Reasonably Certain Renewal Option(s) (Required for Payable Leases Only)					
If the lease contains renewal options, how many (if any) renewals will be taken? For example, if the lease contains 3, 1-year renewal options and the department is reasonably certain 1 of the 3 options will be taken, enter "1"					
Business Reason/Comments/Special Handling					

Approved By:

Fiscal Officer

Printed Name: _____

Chancellor/Vice Chancellor

Printed Name: _____

Dean/Department

Printed Name: _____

Completed form to be returned to Campus Real Estate Coordinator