

Leases Sharepoint Quick Reference Guide

Last Updated: 01/06/2022

Leases Sharepoint is used to keep a record of all leases the University enters into. It is recommended under the following circumstances:

- When a department enters into a new lease (Lessee or Lessor). For more information please see the [Accounting Services Governance](#) website.
- When a departmental lease has a change that needs to be recorded

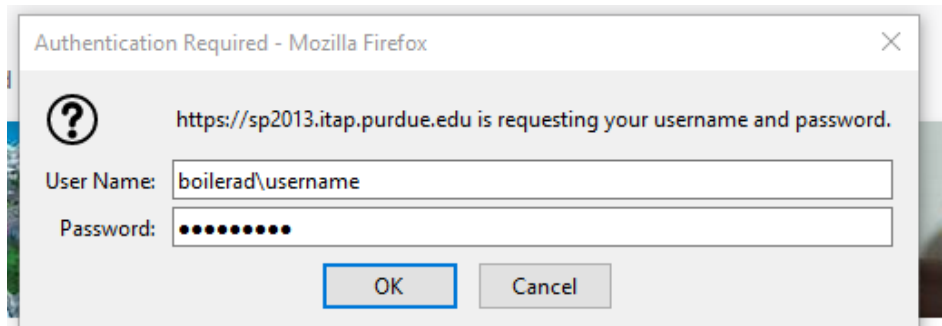
Access the Leases Sharepoint

Access the Share point site at the following link via Firefox:
<https://sp2013.itap.purdue.edu/businessservices/acctservices/lease>

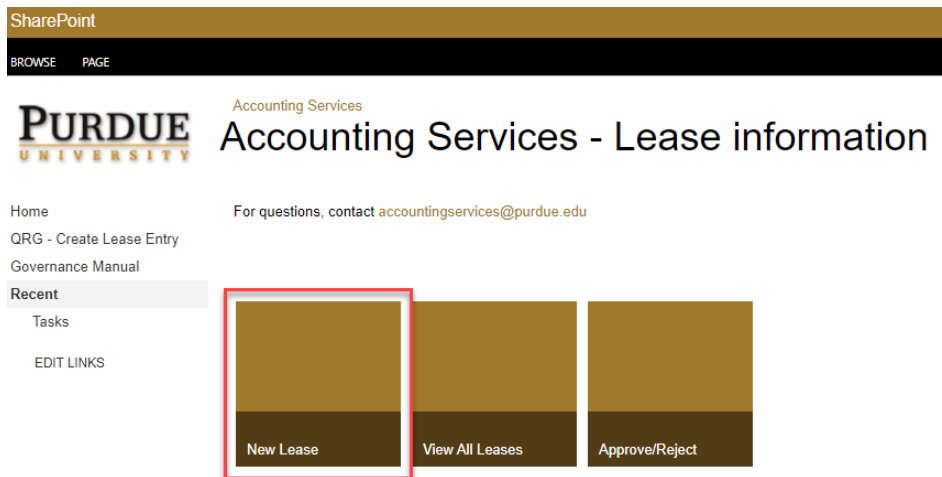
-Please note that you will need to login with your credentials (username/career account password)

If you have issues logging in, please go to the following Instructions:

<https://www.itap.purdue.edu/infrastructure/collaboration/sharepoint/login.html>



Select "New Lease" to fill in all of the relevant and required information regarding your new lease.



Select "View All Leases" to see existing lease information.

SharePoint
BROWSE PAGE

PURDUE UNIVERSITY Accounting Services
Accounting Services - Lease information

Home For questions, contact accountingservices@purdue.edu

QRG - Create Lease Entry
Governance Manual

Recent

Tasks

EDIT LINKS

New Lease **View All Leases** Approve/Reject

Can view "All Items" or items grouped by "Business Area" to further narrow your results.

SharePoint
BROWSE ITEMS LIST

PURDUE UNIVERSITY Accounting Services
LeaseData

Home BusinessArea Approval Status ContractNumber LeaseType LesseeLessor Vendor Description Term-StartDate Term-EndDate Edit

QRG - Create Lease Entry BusinessArea : 1000 (6)

Governance Manual BusinessArea : 1001 (29)

Recent BusinessArea : 1002 (2)

Tasks

EDIT LINKS

ContractNumber	Approval Status	LeaseType	Lessee	Description	Term-StartDate	Term-EndDate	Edit
1002	Approved	Building/Space	Lessee	8105 Georgia, LLC	10/1/2019	9/30/2020	[Edit]
1002	Approved	Building/Space	Lessee	8105 Georgia, LLC	10/1/2020	9/30/2022	[Edit]

Click on Edit to change any information within the lease if needed. Any changes will put the lease in a "Pending" status. Accounting Services will review all changes and "Approve" changes as they come through.

Accounting Services
LeaseData

BusinessArea Approval Status ContractNumber LeaseType LesseeLessor Vendor Description Term-StartDate Term-EndDate Edit Comment

BusinessArea : 1000 (6)

BusinessArea : 1001 (29)

BusinessArea : 1002 (2)

ContractNumber	Approval Status	LeaseType	Lessee	Description	Term-StartDate	Term-EndDate	Edit	Comment
1002	Approved	Building/Space	Lessee	8105 Georgia, LLC	10/1/2019	9/30/2020	[Edit]	Lease e side of t
1002	Approved	Building/Space	Lessee	8105 Georgia, LLC	10/1/2020	9/30/2022	[Edit]	Extensik