



April 18, 2024

1. Agency will submit all purchase orders via the PeopleSoft workbench. All documents related to the purchase order should be attached in the header comments. The lease should be signed by the lessor and the agency.
2. Emailing the purchase order, lease, etc., is no longer necessary.
3. Purchase orders that are incomplete, incorrect or do not have the necessary documents in the header comments will be pushed back to the agency for correction.
4. REALS will no longer dispatch purchase orders and send them to the agency. Agencies may dispatch their own purchase orders.
5. Prior to submitting your purchase order, please review the following for correctness:
 - a. Valid budget check.
 - b. Valid doc tolerance.
 - c. Documents are attached in the header comments. Combine contract and documents into one Adobe document.
 - i. Contracts should be signed by agency and lessor.
 - ii. Attachments should be labeled with appropriate title.
 - d. Quantity should be 12. If the contract term is split by fiscal year, we prefer that you use TBD for future funds so it does not have to be approved again.
 - e. Line items should be identified. The preferred location is line-item comments.
 - i. Example: Contract period July 1, 2024-June 30, 2025.
 - ii. 1st of 4 options to renew.
 - f. Correct category code is used. The following are the appropriate category codes for REALS. If you find it necessary to use a different category code, please confer with REALS first.

1000010716	532110	REAL ESTATE SVC: Lease, Office	80131502
1000010717	532130	REAL ESTATE SVC: Lease, Storage Space	80131500
1000010718	532130	REAL ESTATE SVC: Lease, Warehouse Space	80131500
1000010719	532130	REAL ESTATE SVC: Lease, Hangar	80131500
1000010720	532130	REAL ESTATE SVC: Lease, Boat Slip	80131500
1000010721	532130	REAL ESTATE SVC: Lease, Classroom/Training	80131500
1000010722	532130	REAL ESTATE SVC: Lease, Work Centers	80131500
1000010723	532130	REAL ESTATE SVC: Lease, Misc	80131500
1000017744	515990	REAL ESTATE SVC: CAP- Real Est	80131800
1000029163	515990	REAL ESTATE: Purchase of Real Property	80131600
1000029164	532130	REAL ESTATE SVC: Lease, Surface	80131500
1000029165	532130	REAL ESTATE SVC: Lease, Interagency Sublease	80131500
1000029166	532130	REAL ESTATE SVC: Lease, DCAM Exempt	80131500
1000029167	515440	REAL ESTATE SVC: Real Estate and Leasing Services (REALS) Fee	80101604