

GASB No. 87 LEASES – Reminder where the Org is acting as Lessee and Lessor

- Prepare a listing of all leases in your organization for both Lessee and Lessor
 - *Except for leases that are maintained by the Real Estate Office*
 - *Property Accounting prepared a template of the required data fields*
 - *Located at: <https://fbs.admin.utah.edu/download/fbs/leasetracker.xlsx>*
 - *Use Revised Space Rental/Lease Account Codes for your Leases*
 - *PDF of Lease Agreement send to Mark Hamilton, 801-213-1401*
 - *Mark.Hamilton@admin.Utah.edu*
 - *Return by March 19, 2021*

Lease Tracker Worksheet - Lessee, Lessor

University of Utah Lease Tracker - Lessee

Contract Information									Contact Information					
Vendor	Category	Source Document	Description	Address/Bldg #	Amount	Monthly Payment	Start Date	End Date	Orgn #	Activity/Project #	Account #	Name	E-Mail	Work Phone
ABC Company	Equipment	U000134112	Rental of Microscope	729 Arapeen Drive, SLC, UT	\$10,000.00	\$500.00	01/01/17	01/01/22	00360	05816	65500	John Doe	john.doe@def.com	(801) 555-1234

University of Utah Lease Tracker - Lessor

Contract Information									Contact Information					
Lessee	Category	Source Document	Description	Address/Bldg #	Amount	Monthly Payment	Start Date	End Date	Orgn #	Activity/Project #	Account #	Name	E-Mail	Work Phone
ABC Company	Office Space	Contract #45	Rental of Office Space	605 Arapeen Drive, SLC, UT	\$10,000.00	\$500.00	01/01/17	01/01/22	00360	05816	40655	John Doe	john.doe@def.com	(801) 555-1234

Revised Space Rental/Lease Account Codes (effective July 1, 2020):

<u>Begin</u>	<u>End</u>	<u>Description</u>	<u>Short Description</u>	<u>Comments</u>
65500	65509	SPACE RENTAL (NON GASB87) for short term space rentals and leases less than 12 months	SPACE RENT	Non Lease Related
65510	65519	LEASE RENT INTRA UNIV GASB87	LSE INTRA	Real Estate Admin
65520	65529	LEASE RENT 3RD PARTY GASB87	LSE 3RD	Outside University
65530	65539	LEASE CAM INTRA UNIV GASB87	CAM INTRA	Real Estate Admin
65540	65544	LEASE CAM 3RD PARTY GASB87 for long term leases greater than 12 months	CAM 3RD	Outside University

Property Department Contact Information

- Mark Hamilton – Project Manager for the Noncapital and Leasing Projects
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