Use this form to request a purchase order for a real property lease.

This request will facilitate recurring, monthly payments made to the supplier/landlord on a regularly scheduled payment date throughout the year.

Payments will be made either on or before the first of each month.

A. Locate the form

Find the *Recurring Lease Request* form in the *Place an Order Section* of the Shopping Dashboard.
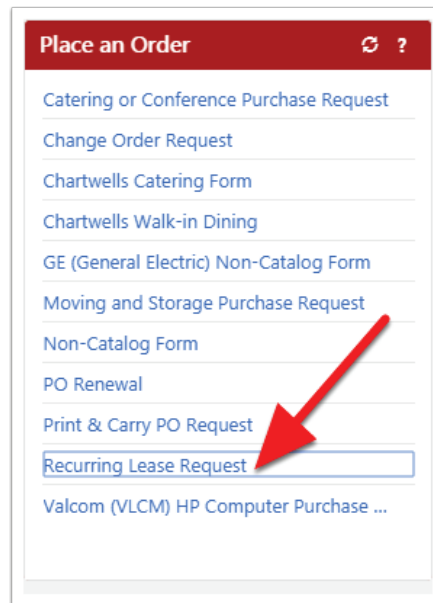
B. Note the sections for Purchasing Department

The sections across the top of the form contain *Form Instructions*, fields for the *Purchasing Dept. Use Only*, UShop Contact information.
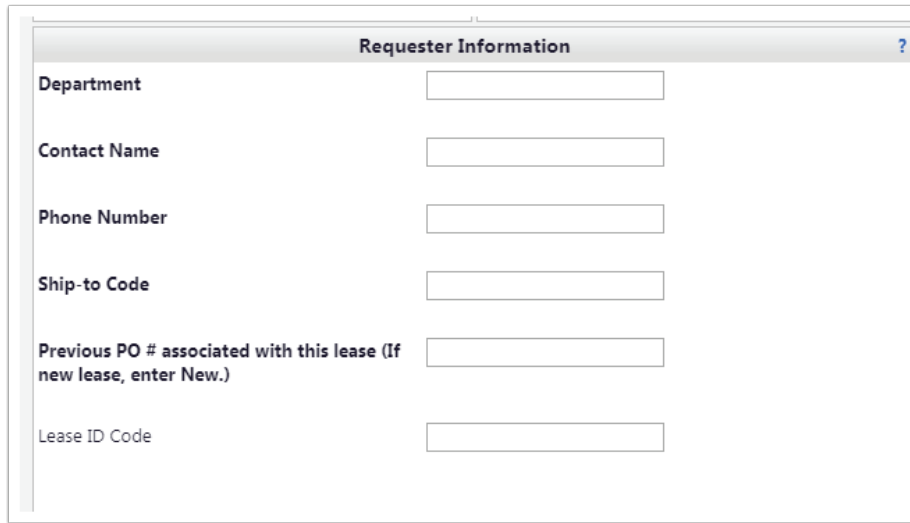
No action is required by you in these sections.

C. Requester Information

Complete this section by providing the requested information about yourself and your department.

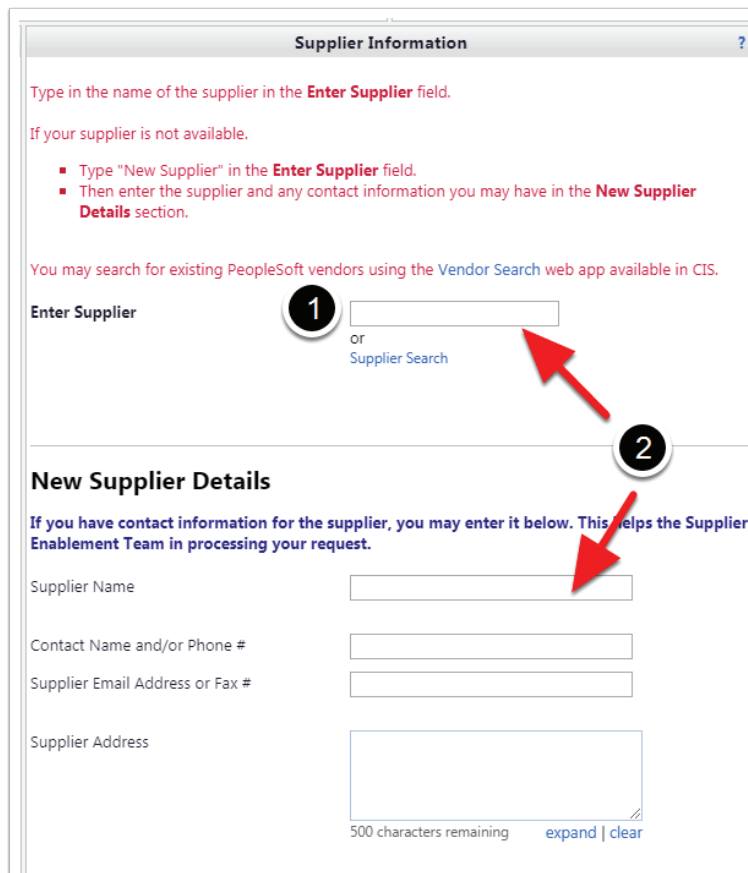NOTE: Bold Print indicates a required field.

D. Supplier Information

1. Type the name of the supplier in the *Enter Supplier* field. If the supplier is enabled in UShop, the name will auto-populate. Click on the auto-populated name.

2. If the supplier name is not yet available, type the words "New Supplier" in the *Enter Supplier* field. Then enter the supplier name and any contact information you may have in the *New Supplier Details* section. The UShop supplier setup team will add your new supplier to the system, udate the supplier name on your order, and move the order forward.

E. Lease Description

1. Product Description

   - Enter the monthly lease amount information in the Product Description box below. (see example)
   - Be sure to include any CAM, Utility and/or Internet/Phone fees.
   - Enter any Lump Sum Payments, past due rent, late fees or rate changes as separate lines using the "Add to Cart and Return" functionality (See Step F below).

2. Property Location

   - Provide the physical address of the property in question.

3. Frequency of Payment

   - Check the appropriate button to indicate whether this is a one-time payment or a recurring monthly payment.

4. Quantity

   - For a one-time payment, enter "1".
   - For a recurring monthly payments, enter the total number of months.

5. Unit Price

   - For a one-time payment Unit Price would be the total amount of the one-time payment.
   - For a recurring monthly payments Unit Price would be the single monthly amount.

6. Lease End Date

   - Indicate when the lease will end.

F. Add Multiple Product Description Lines

If more that one item is included on this order, such as a lump sum payment for past due rent in addition to the monthly payments, please add each payment type as a separate line. To do this, complete the form for the first item to be paid, steps C - E, above.

Go to the upper right corner of the form and open the *Available Actions* dropdown menu.

Select *Add to Cart and Return*, and click *Go.*
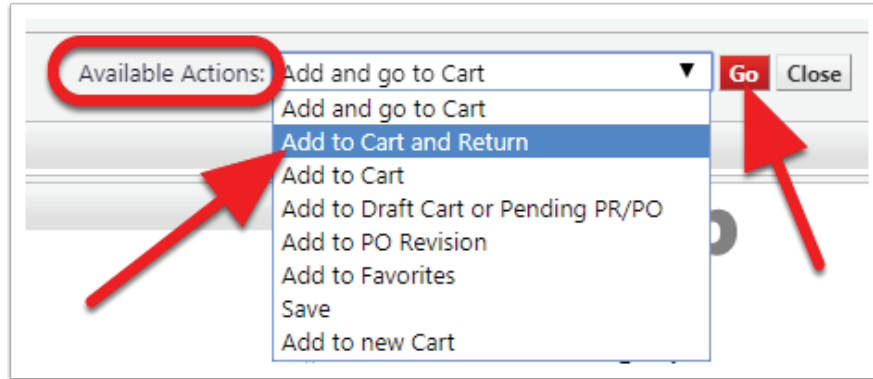
This will deposit the first *Product Description* into the shopping cart, and return to the form so you may add other needed items to your order.

G. Add and Go to Cart

When all needed items have been added, return to the *Available Actions* dropdown menu. Select *Add and go to Cart*, and click Go.
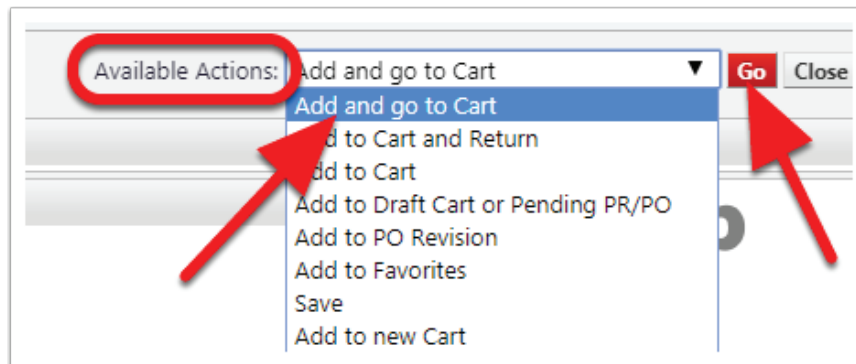
H. Complete Transaction

This will take you to the UShop Shopping Cart, where you will:

1. Name the cart to reflect the contents of the order, and

2. Click *Proceed to Checkout* and complete as with any UShop order.