



ASSIGNING A LEASE NUMBER IN THE LEASE MODULE

All leased interests, licenses, and permits on or off campus shall be entered into the lease database. The first determination is a) whether someone is using and occupying campus property or b) whether the campus is using and occupying property it does not own. Each lease file folder will be labeled with its own lease number, the campus name, property address, and (where space allows) the landlord or tenant.

Assigning a Lease ID Number

- A. **Eligibility.** The Lease Number is used when entering the lease details into the ISRS system’s lease module. The lease module is designed to capture:
- i. All leases valued over \$10,000 or longer than 1 year on campus AND
 - ii. All leases off campus, regardless of value or time.
- B. **Components of the Lease ID Number**
- i. **Landlord (“L”) or Tenant (“T”).** For purposes of the Lease database, the beginning designation of the number is either “L” for “Landlord” for lease transactions where a third party is using campus property, or “T” for “Tenant” where a campus is using property that it does not own or control. In some cases, leases may have different names (for example, a Facilities Use Agreement for a short-term use of our campus, although not technically a Lease, could be labeled an “L”). Joint Power Agreements with a significant facilities component should start with a “J”.
 - ii. **Campus Code.** The next component is the three-digit code used within the system to identify campuses (see list below).

Campus Name	City	Campus ID
Alexandria Technical College	Alexandria	203
Anoka Technical College	Anoka	202
Anoka-Ramsey Community College	Cambridge	141
Anoka-Ramsey Community College	Coon Rapids	125
Bemidji State University	Bemidji	70
Central Lakes College	Brainerd	350
Central Lakes College	Staples	352
Century College	White Bear Lake	304
Dakota County Technical College	Rosemount	211
Fond du Lac Tribal and Community College	Cloquet	163
Hennepin Technical College	Brooklyn Park	251

Hennepin Technical College	Eden Prairie	252
Inver Hills Community College	Inver Grove Heights	157
Lake Superior College	Duluth	302
Metropolitan State University	St. Paul	76
Minneapolis Community and Technical College	Minneapolis	305
Minnesota State College - Southeast Technical	Red Wing	259
Minnesota State College - Southeast Technical	Winona	260
Minnesota State Community and Technical College	Detroit Lakes	264
Minnesota State Community and Technical College	Fergus Falls	142
Minnesota State Community and Technical College	Moorhead	266
Minnesota State Community and Technical College	Wadena	268
Minnesota State University Moorhead	Moorhead	72
Minnesota State University, Mankato	Mankato	71
Minnesota West Community and Technical College	Canby	253
Minnesota West Community and Technical College	Granite Falls	254
Minnesota West Community and Technical College	Jackson	255
Minnesota West Community and Technical College	Pipestone	256
Minnesota West Community and Technical College	Worthington	146
Normandale Community College	Bloomington	156
North Hennepin Community College	Brooklyn Park	153
Northeast Higher Education District-Hibbing	Hibbing	310
Northeast Higher Education District-Itasca	Grand Rapids	144
Northeast Higher Education District-Mesabi	Eveleth	257
Northeast Higher Education District-Mesabi	Virginia	150
Northeast Higher Education District-Rainy River	International Falls	155
Northeast Higher Education District-Vermillion	Ely	147
Northland Community and Technical College	East Grand Forks	265
Northland Community and Technical College	Thief River Falls	303
Northwest Technical College	Bemidji	263
Pine Technical College	Pine City	205
Ridgewater Community & Technical College	Hutchinson	271
Ridgewater Community & Technical College	Willmar	272
Riverland Community College	Albert Lea	269
Riverland Community College	Austin	273
Rochester Community and Technical College	Rochester	306
South Central College	Faribault	274
South Central College	Mankato	270
Southwest Minnesota State University	Marshall	75
St. Cloud State University	St. Cloud	73
St. Cloud Technical College	St. Cloud	208
St. Paul College, a Community and Technical College	St. Paul	206
Winona State University	Winona	74

C. **Fiscal year.** The next component represents the initial fiscal year that the lease starts in two digit form. For example, a lease that starts in FY10 would have a L203-10 designation.

- D. **Sequential Numbering.** Lastly, the last two numbers are the sequence. For example, if on July 1, 2010, a lease is executed, and another lease is executed July 7, 2010 at the same campus, the July 1st lease would be “01”, the July 7 lease would be “02” and so on. Upon the arrival of a new fiscal year, the sequential numbers reset again at “01”, so any brand new leases would start over sequentially. Lease numbers are unique and should not be reused (with a few exceptions).

An example of putting it all together:

L-203-1001

(example of the first lease executed on the Alexandria Tech College Campus during FY10)

T-141-0913

(example of the 13th off-campus lease executed by Bemidji State University in FY09)

2. **Lease Amendments.**

Lease amendments are accounted for differently depending on the type. There are two primary types:

- A. Lease Amendments or “Extensions” that are identified in the existing lease, and
- B. All others. The lease term has lapsed and there are no new options to renew or extend the existing lease, or there are material changes to the leased location (such as expansion or contraction of space).
- C. Treatment of Lease Amendments for purposes of the Lease Module
 - i. Lease Amendments can use the same lease number. The end date of the lease is identified and adjusted in the lease screen.
 - ii. All others: with substantial changes should create a new Lease ID number, although the old Lease number may be referenced in the notes section of the lease module.