

LEASE/RENTAL

Off-Campus

The Alabama Cooperative Extension System has several off-campus locations where we lease office space (see attached list). If it is determined that an off-campus location needs to relocate, a properly completed purchase requisition and copy of the lease must be processed following the normal procedures. This purchase requisition will eventually be sent to University Purchasing for their approval and final signature. Only the AU Purchasing Department has the authority to enter into a lease. We prefer to set up payment on a semi-annual or an annual schedule.

Renewal of a lease should begin at least 60 to 90 days prior to the expiration date to insure that all necessary paperwork is received and signatures obtained by the renewal date.

Lease Information on Off Campus Locations

LOCATION	LEASED WITH	PAYMENT SCHEDULE	RENEWAL MONTH
Auburn Marine Extension and Research Center	University of South Alabama	Quarterly	September
Bullock County	Donald L. Priori	Annually	November
Escambia County Resource Center	City of Brewton	Monthly	August
Greene County	Tuskegee University	Semi-annually	August
Monroe County	Monroe County Commission	Annually	December
Wiregrass Regional Research Extension Center	Wiregrass Substation	Semi-annually	No renewal