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LAC-2011-05

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL REALTY SERVICES OFFICERS

FROM: SAMUEL J. MORRIS, III 
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ACQUISITION – PR

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ASSISTANT COMMISSIONER
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SUBJECT: Leasing Desk Guide

1. **Purpose.** This Lease Acquisition Circular (LAC) issues the Leasing Desk Guide (Desk Guide) Appendix F, *Determination of Operating or Capital Lease Classification for Budget Scoring*.
2. **Effective Date.** Immediately.
3. **Applicability.** The Desk Guide applies to all GSA real property leasing activities and to activities delegated by GSA to other federal agencies.
4. **Cancellation.** None.
5. **Instructions and Procedures.** Instructions and procedures are attached.

Attachment 1, Summary and Filing Instructions

Attachment 2, Loose-leaf Leasing Desk Guide

LAC-2011-05 SUMMARY AND FILING INSTRUCTIONS

This Lease Acquisition Circular issues the appendix listed below:

Desk Guide Appendix F, *Determination of Operating or Capital Lease Classification for Budget Scoring*

This policy, issued jointly by the Assistant Commissioners for the Offices of Real Property Asset Management and Real Estate Acquisition, provides mandatory instructions for determining appropriate budget scoring treatment, either as an operating or capital lease, for every real property lease transaction, as required by Office of Management and Budget (OMB) Circular No. A-11, Appendix B.

LDG Filing Instructions

Part	Remove Pages	Insert Pages
Table of Contents	TOC-i – TOC-ii	TOC-i – TOC-ii
Appendix F, Determination of Operating or Capital Lease Classification for Budget Scoring	None	F-i – F-8

LOOSE-LEAF LEASING DESK GUIDE

The Desk Guide issuances follow this page.