



The State University  
of New York

# **Office for Capital Facilities Guidance Document**

CLC-14

*November 3, 2020*

## **Lease and Revocable Permit Approvals**

A reference guide to assist State Operated  
Campuses in determining the appropriate  
approvals for leases and revocable permits.

**Summary**

Depending on the nature of the lease or revocable permit, approval by System Administration may be required. This guidance document summarizes the appropriate approvals for leases and revocable permits as set forth in the SUNY Procurement Procedure 7553, SUNY Policy 5603 Use of Facilities by Non-Commercial Organizations, and the Chancellors Designation.

Regardless of internal approval requirements, approval by the Office of the State Comptroller and Attorney General are required in all instances where the value, or reasonably estimated value, of the state’s non-monetary consideration exceeds \$25,000.

Send a copy of the fully approved lease or revocable permit document to [leaseandpermit@suny.edu](mailto:leaseandpermit@suny.edu).

**Required Approvals for Revocable Permits and Leases**

The following charts summarize the approval requirements for revocable permits and leases.

	Type	Description
1	Revocable Permit (University as Lessor)	Approval by System Administration is only required when permit includes ALL three of the following criteria: <sup>1</sup> <ul style="list-style-type: none"> <li>• The use of University space by a non-commercial user;</li> <li>• For an equivalent of 30 days or more per fiscal year; and</li> <li>• Where the permit includes, or may include in the future, a provision for long term use (e.g. ground lease or easement), or any construction, alteration or improvement to the property.</li> </ul>
2	Revocable Permits (University as Lessor)	All other revocable permits can be approved by the Campus by the Chief Administrative Officer or designee and forwarded directly by the campus to the Office of the Comptroller.
3	Leases: University as Lessee	System Administration approval is required only when leases of real property by the University as lessee where the University intends or has the option to purchase the real property. <sup>2</sup>
4	Leases: University as Lessee	All other leases can be approved by the Campus by the Chief Administrative Officer or designee and forwarded directly by the campus to the Office of the Comptroller.

**Glossary of Terms**

- Lessee: a tenant, or entity that holds the lease of a property
- Lessor: a landlord, an entity who leases or lets a property to another
- Revocable Permit: authorization granted to an entity for the temporary use of University facilities
- Other users, as defined in Procedure 5603: Those non-commercial organizations using facilities for an equivalent of 30 or more full-time equivalent days during a state fiscal year, and which involve any construction upon, or modification of, University facilities.

**Related Documents**

[Procedure 7553](#) - Purchasing and Contracting (Procurement)

[Policy 5603](#) - Use of Facilities by Non-Commercial Organizations

Chancellor’s Designation – on file with Campus Administrative Officers

<sup>1</sup> Revocable permit approvals in accordance with the Chancellors Designation and Policy 5603

<sup>2</sup> Lease approvals in accordance with the Chancellors Designation and Procedure 7553

