

MANAGEMENT DIRECTIVE

625.7 Amended
Number

COMMONWEALTH OF PENNSYLVANIA GOVERNOR'S OFFICE

Subject:

Use of Form STD-291, Request for Lease Action and Budget Approval

By Direction Of:



Gary E. Crowell, Secretary of General Services

Date:

November 6, 1997

Agencies must prepare Form STD-291 when requesting a lease or lease amendment for rental of real estate. This amendment outlines the procedures for processing Form STD-291.

1. **PURPOSE.** To provide direction for the processing and review of Form STD-291, Request for Lease Action and Budget Approval.

2. **SCOPE.** Applies to all Commonwealth leases requiring approval of the Board of Commissioners of Public Grounds and Buildings.

3. **POLICY.** Before the final processing of a lease for use of real estate, Commonwealth agencies are to prepare and process Form STD-291.

• 4. **PROCEDURES.**

Action By	Step	Action
Agency.	1.	Prepares Form STD-291 and attaches the necessary explanation and justification supplied by the Bureau of Real Estate, Department of General Services. In cases where the lowest proposal was not accepted, the agency should explain why.
	2.	Obtains signatures of the designated representatives and forwards to agency comptroller for approval with supporting documents needed by the comptroller to approve the STD-291.

Action By	Step	Action
Agency Comptroller.	3.	Reviews the STD-291, certifies to the availability of funds, signs, and forwards the STD-291 to the Bureau of Real Estate. •
Bureau of Real Estate, DGS.	4.	Reviews the STD-291 and obtains the signature of the Secretary of General Services or his designee, and forwards the STD-291 to the Office of the Budget. •
Office of the Budget.	5.	Reviews the STD-291, signs, and forwards it to the Bureau of Real Estate. •
Bureau of Real Estate, DGS.	6.	Prepares the lease for approval of the Board of Commissioners of Public Grounds and Buildings. •

This directive supersedes Management Directive 625.7 dated November 6, 1985.

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