

The following are just a few housekeeping items related to MAGIC Leases that I would like for you to be sure of when entering new leases, or modifying existing leases, in MAGIC. If you do not enter lease contract in MAGIC, please forward this to the appropriate person:

- **Approval Request / Approval Date:** Please be sure to put this date in these fields under the “Header / Additional Information” section. This will be the approval and date on which the PPRB approved the lease. You should receive that date with the approval letter and print following all approvals. This date provides a quick reference to when a lease was approved.
- **Item Type – “Services”:** On the Overview tab, at the bottom under “Details,” please make sure that it says “Services” and not “Materials.” All leases are classified as “Services.”
- **Contract Total Value:** Under the “Header / Additional Information” section, please make sure that the Contract Total Value is the entire contract value over the life of the Lease. For example, if you have a 5-year lease at \$20,000 per year, the Contract Total Value needs to be \$100,000. Your Target Values and Release values may be set up differently depending on payments and your Accounting, but the Contract Total Value should be the entire amount.
- **Notes and Attachments:** Please make sure to attach copies of anything related to a lease modification or amendment. Everyone is currently attaching copies of the signed leases, and that is correct. However, if for some reason a lease was terminated prior to the scheduled expiration or if the amount was reduced for some reason, please be sure to attach the document related to this.

Thanks and I appreciate everyone’s help in this. I try to make sure that these leases are not sitting at my step for too long waiting on approval, but I have not been the best at it lately – I know this time of year is busy for everyone, and I apologize for that and will try to get these approved much sooner.

Thanks again,

RPM Director  
Bureau of Building, Grounds and Real Property Management  
501 N. West Street, Suite 1401B  
Jackson, Mississippi 39201  
601-359-3621