



**“Repealed 9/30/10 – see Real Property Leasing Manual**

**Department of  
HIGHWAY SAFETY AND MOTOR VEHICLES**

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| <b>SUBJECT</b><br>LEASING                                                                                | <b>POLICY NUMBER</b><br>10.05 |
| <b>POLICY MAINTENANCE ADMINISTRATOR:</b> Chief, Bureau of Purchasing and Contracts                       |                               |
| <b>PURPOSE/SCOPE:</b> To establish policy and procedures for leasing office space within the Department. |                               |

**I. AUTHORITY**

Section 255.25, Florida Statutes, Construction or Leasing of Buildings  
Chapters 60H-1.001-.030 and 60H-2.001-.006, Florida Administrative Code  
Department of Financial Services Reference Guide for State Expenditures.

**II. POLICY**

The Department has established a leasing program within the requirements of Florida Statutes and the Florida Administrative Code. Ensuring that the requirements are adhered to is the responsibility of the Bureau of Purchasing and Contracts.

**III. PROCEDURES**

A manual entitled "Leasing Policy and Procedures" is available from the Bureau of Purchasing and Contracts, Department of Highway Safety and Motor Vehicles, Room B409, Neil Kirkman Building, Tallahassee, Florida 32399-0500.

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| <b>Executive Director</b><br>SIGNED ORIGINAL ON FILE | <b>Effective Date</b><br>07/01/83 |
| <b>Page</b><br>1                                     | <b>Revision Date</b><br>07/17/07  |