

504.1670 Unique identifier for procurements supporting a leasehold interest.

(a) *General*. Procurements supporting a leasehold interest include: architectural and engineering (A&E) design and other related activities, project management, construction, space alterations (irrespective of size or scope), security-related tenant buildout, building-specific security countermeasures, personal (moveable) property, and overtime utilities.

(b) *Procurement Actions*. Any procurement supporting a leasehold interest (including those at or below the micro-purchase threshold), including stand-alone contracts or lease amendments, must reference the associated lease number (8-character number such as LMA00001) in the system of record (e.g., EASi, G-REX, RETA, REXUS, Pegasys) in which that action is being processed or recorded, and on the procurement document. Data must be recorded in a standardized data field, as appropriate. For systems that do not have the capability to capture the associated lease number, the lease number may be placed on the procurement document itself alone.

(c) *Reimbursable Work Authorizations (RWAs)*.

(1) *RWAs prior to lease award*. For any RWA submissions (including at or below the micro-purchase threshold) where the lease is not yet awarded, the associated lease number (8-character number such as LMA00001) shall be input into the system of record for the RWA and on the procurement document, within 3 business days of the lease award date or the creation of a lease number, whichever is later. Data must be recorded in a standardized data field, as appropriate. For systems that do not have the capability to capture the associated lease number, the lease number may be placed on the procurement document itself alone.

(2) *RWAs after lease award*. For any RWA submissions (including at or below the micro-purchase threshold) where the lease is already awarded, the associated lease number (8-character number such as LMA00001) shall be input into the system of record for the RWA and on the procurement document. Data must be recorded in a standardized data field, as appropriate. For systems that do not have the capability to capture the associated lease number, the lease number may be placed on the procurement document itself alone.

Parent topic: [Subpart 504.16 - Unique Procurement Instrument Identifiers](#)