Types of Lease Programs

At times it is necessary or preferable to lease assets, e.g., equipment, computers, vehicles, or real estate, rather than to purchase the assets outright. For all real estate leases, contact the Real Estate Department. For all other lease types, refer to the lease classification criteria and flowchart provided by General Accounting on their website at https://www.dfa.cornell.edu/accounting/topics/lease-classification to determine if it is an operating or capital lease. For capital leases, complete the Summary of Accounting Treatment form and submit it to DFA General Accounting at dfa-generalaccounting@cornell.edu.

Internal Lease Program
The University implemented an internal lease (loan) program for departments to purchase equipment and to pay for the equipment in installments. This program was established to assist departments in purchasing equipment instead of entering into expensive external lease agreements.

- Managed by the University Treasurer’s Office
- Department purchases equipment outright from the supplier
- Debt payments are over the useful life of the asset (plant accounting office prepares journal entry on monthly basis)
- Loan is a variable rate loan (adjusted annually) based on the University’s cost of borrowing
- Competitive interest rates
- Note: A unit representative with external transaction authority for the dollar amount of the purchase is required to sign the lease agreement.
- If the loan is less than $100,000, the lease is approved immediately.

The loan application is available on-line at https://www.dfa.cornell.edu/treasurer/debt/internal-debt/leaseloan-equipment.

External Lease Program
Procurement Services implemented an external lease program for departments that do not intend to own the asset and will return it at the end of the lease. This program is only available for items which cost over $50,000.

- Managed by Procurement Services through University Lease
- Operating lease with no asset transferred to Cornell University after end of lease
- Pre-approved lease program with negotiated rates and terms
- Ability to work with any preferred vendor or other equipment vendor
- Easy access to rates and payments through a secure, Cornell-restricted access Web site

Procedure:
- End User/Unit obtains a current, written price quote on the purchase price of the required equipment. The normal procurement process will apply in obtaining the price quote (e.g., bids, preferred supplier, sole source) End User/Unit notifies the supplier that the equipment will be leased through University Lease.
- End User/Unit contacts Procurement Services. Procurement will contact University Lease and provide them with a copy of the quote, the length of the lease and whether the payments will be monthly, quarterly or annually.
University Lease prepares the lease documents, providing the original to Procurement Services. Procurement will send the documents to the end user.

End User/Unit initiates an IWNT DOC for University Lease covering the lease for the selected length and payment schedule.

Procurement Services approves the requisition and sends the purchase order and signed lease documents to University Lease.