

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
STATE PUBLIC WORKS DIVISION
LEASING SERVICES



TITLE: Documentation of Board and Commission Authority to Negotiate and Execute Leases

EFFECTIVE DATE: November 13, 2012

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Policy Number: 12-005

POLICY STATEMENT: *Leasing Services requires documentation from the governing body of State Boards and Commissions naming individuals or groups of individuals with signatory authority to negotiate and execute legally binding documents on behalf of the organization.*

PURPOSE: To ensure that leases with State Boards or Commission Tenants are arranged by designees that are legitimately empowered by the applicable governing body to negotiate and execute legally binding documents on behalf of the organization.

SCOPE: This policy applies to all leases or legally binding documents processed by the Leasing Services Department on behalf of State Boards & Commissions.

PROCEDURE:

Leasing Services requires documentation evidencing a Board Resolution or similar action that designates a person authorized to negotiate lease terms and sign legal documents at the time a space request is submitted by a State Board or Commission. The project cannot commence until suitable authorization is received.

Leasing Services will provide sample or template documents to assist organizations with creating the proper authorization documents. Other forms of authority will be acceptable, however, upon approval by the Divisional Deputy Attorney General.