



File Code: 6300/6400/6500

Date: November 5, 2007

Route To: (6300), (6400), (6500)

Subject: Quarterly Real and Personal Lease Data Call

To: Regional Foresters, Station Directors, Area Director, IITF Director, WO Staff

REPLY DUE DECEMBER 7, 2007

In accordance with Federal Accounting Standards, the Albuquerque Service Center (ASC) Property/WCF Branch is required to record and report all personal and real property lease transactions on our financial statements. **Under no circumstances are new capital leases to be consummated by leasing/contracting officers' as our Agency policy is to enter only into operating leases.**

Before entering into any lease, prepare a capital lease determination analysis to confirm that the lease will be an operating lease. If the analysis shows that the lease will be a capital lease, the terms and conditions of the lease contract must be renegotiated with the Lessor/Contractor. Questions should be directed to Ellen Adintori (eadintori@fs.fed.us) for Personal Property, Craig McBroome (mcmcbrome@fs.fed.us) for Real Property in WO Acquisition Management, or Hilda Hanson (hhanson@fs.fed.us) at ASC B&F.

Lease Data Call worksheets will be forwarded to each Region's AQM Director. These data call worksheets are similar to the ones used for past quarters, but they have been updated, streamlined, and formulas have been modified where necessary. The data from the most recent data call is still there, but the formatting of the spreadsheet is different. It is critical that these new spreadsheets be used, rather than using the spreadsheets from the prior quarter. Please update any information for the respective periods shown below:

<u>Quarter</u>	<u>Time Period</u>	<u>Reply Due Date</u>
1 st	October 1 to December 31, 2007	December 7, 2007
2 nd	January 1 to March 31, 2008	March 7, 2008
3 rd	April 1 to June 30, 2008	June 7, 2008
4 th	July 1 to September 30, 2008	September 7 2008



Please provide updates on new leases, exercised options (termination dates), or errors that have occurred since the last Lease Data Call submission (for guidance, see enclosures “A” and “B”). Questions and updated worksheets should be sent to Ron Huggins at (505) 563-7520 or rhuggins@fs.fed.us on or before the dates given above for the respective quarter.

/s/ Jesse L. King
JESSE L. KING
Chief Financial Officer

cc: Ronald Huggins
Hilda Hanson
Ellen Adintori
Craig McBroome
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