

Office of the Commissioner  
State of Louisiana  
Division of Administration

JEFF LANDRY  
GOVERNOR



TAYLOR F. BARRAS  
COMMISSIONER OF ADMINISTRATION

AGENCY HEAD CERTIFICATION  
REVIEW OF STATE LEASED BUILDINGS  
PER EXECUTIVE ORDER JML 25-025

AGENCY/DEPARTMENT: \_\_\_\_\_

LEASE NUMBER, IF APPLICABLE: \_\_\_\_\_

LEASE ADDRESS: \_\_\_\_\_

I, (Agency Head printed name) \_\_\_\_\_  
hereby certify the following:

- I have thoroughly reviewed my agency's space needs and justify the need for this new lease, lease extension or lease amendment to meet the space needs of my agency. The justification for this space is as follows:
- I have reviewed the cost of this new lease, lease extension or lease amendment and verify that I have planned for the available budget necessary to support it and it is the most cost effective option for my agency's needs.
- Term of the new lease or lease extension: \_\_\_\_\_
- Estimated annual cost of the new lease or lease extension: \$\_\_\_\_\_ per year.

\_\_\_\_\_  
Agency Head Signature

\_\_\_\_\_  
Date

*(This certification is not required for amendments which do not increase costs or for new leases that are zero cost)*