

Invoices shall be submitted to the Greater Southwest Finance Center (with a copy to the Leasing Specialist) electronically on the Finance Website at www.finance.gsa.gov. Lessors who are unable to process the invoices electronically, may mail the invoices to the following address:

General Services Administration
FTS and PBS Payment Division (7BCP)
P.O. Box 17181
Fort Worth, TX 76102-0181

A copy of the invoice must be provided to the GSA Leasing Specialist at the following address:

General Services Administration
Attn: GSA LEASING SPECIALIST – JASON BELLE
819 TAYLOR STREET, ROOM 11A01
FT. WORTH, TX 76102

A proper invoice must include the following:



- Invoice date
- Unique invoice #
- Name of the Lessor as shown on the Lease
- Lease contract number, building address, and a description, price, and quantity of the items delivered
- GSA PDN # **PS0032877**

If the invoice is not submitted on company letterhead, the person(s) with whom the Lease contract is made must sign it.

3. The Lessor hereby waives restoration as a result of all improvements.

End of Lease Amendment No. 3

INITIALS:


LESSOR & 
GOVT