### 3. Acquis/Disp of Real Property

**Legend:**  
L = Lead Responsibility  
S = Support  
A = Approve  
I = Informed

**Flowchart(s):** P360

#### 3B Lease

**Phase 3B.1 Pre-Review**

1. Assemble/submit lease pre-review package to TBR OFD  
   - TBR: L  
   - SVC: S  
   - Institution: S  
   - State-Wide: A

2. Submit lease pre-review package to F&A and THEC  
   - TBR: L  
   - SVC: I  
   - Institution: I  
   - State-Wide: L

3. Review, comment and make recommendations  
   - TBR: I  
   - SVC: L  
   - Institution: L

4. If not in budget, to SBC  
   - TBR: L  
   - SVC: S  
   - Institution: I  
   - State-Wide: A

**Phase 3B.2 Advertising**

1. Select Lead for Advertising role  
   - TBR: L  
   - SVC: I  
   - Institution: I

2. Advertising process  
   - a. if by Institution  
     - TBR: L  
     - SVC: S  
     - Institution: L  
     - State-Wide: S  
   - b. if by F&A  
     - TBR: S  
     - SVC: S  
     - Institution: L

3. Receive proposals/analyze/prepare agreement  
   - a. if by Institution  
     - TBR: L  
     - SVC: S  
     - Institution: L  
   - b. if by F&A  
     - TBR: S  
     - SVC: S  
     - Institution: L

**Phase 3B.3 Approval**

1. Obtain necessary institution and correspondent signatures  
   - TBR: L  
   - SVC: A

2. Obtain necessary TBR approvals  
   - TBR: L  
   - SVC: A

3. Approval by SBC  
   - TBR: L  
   - SVC: S  
   - Institution: A  
   - State-Wide: S

4. Additional signatures  
   - TBR: I

5. Distribute signed leases  
   - TBR: L  
   - SVC: I