Pre-Review

Advertising

- Lease-in at $8,500/yr or less for 1 yr or less
- inter-government
- is a supplement & does not modify term
- Advertising waived

All NO  Any one YES

T > 5yr or $ > 150k/yr

YES  NO

TBR OFD option to assign solicitation to either:

F&A  Campus

Advertise. Receive proposals. Prepare analysis and lease agreement form.

Institution Approval

System Approval
Acquisition and Disposal of Real Property by Lease

1. Pre-Review
2. Advertising
3. Institution Approval
   - If T > 5yr or $ > 150k/yr, notarize signatures
   - Campus obtains signature of Correspondent on 3 counterparts of lease agreement.
4. Technology Center
   - YES
   - NO
5. Vice Chancellor signs
   - President signs
   - T > 5yr or $ > 150k/yr
     - YES
     - NO

- Campus assembles & submits to TBR OFD four (4) copies of Lease Approval Package:
  - Routing cover memo
  - Unsigned copy of lease agreement form
  - (Check execution flow for signature requirements.)
  - Certification of funds
  - Statement of financial interest
  - Space Action Request
  - Office Space Requirements Analysis
  - Supplemental Data
  - Summary of analysis
  - Enrollment history and projections
  - Program documentation
  - Advertisement proposals
  - Plus two (2) signed counterparts of lease

6. System Approval
- 1 copy to file
- If TTC, 1 copy to Vice Chancellor
- 1 copy to Campus
- 1 counterpart to Correspondent