


3. Acquis/Disp of Real Property	TBR						SVC		Institution				State-Wide					
	Project Manager	Proj. Mgr. Director	Contracts Manager	Const. Rep./Sch.	Construction Director	Planning Director	Exec. Dir./V. Ch/Chan.	Designer	Contractor	Facility Coordinator	Physical Plant	Program Personnel	Vice Pres./President	State Building Com.	Tn. Higher. Edc. Com.	Dept. of Finance & Adm.	State Fire Marshal	Regulatory
 <p>Legend: L=Lead Responsibility S=Support A=Approve I = Informed</p> <p>Flowchart(s): P360</p>																		
	3B Lease																	
Phase 3B.1 Pre-Review																		
1. Assemble/submit lease pre-review package to TBR OFD						S				L	S	S	A					
2. Submit lease pre-review package to F&A and THEC					L										I	I		
3. Review, comment and make recommendations					I										L	L		
4. If not in budget, to SBC					L	S			I					A				
Phase 3B.2 Advertising																		
1. Select Lead for Advertising role					L				I							I		
2. Advertising process																		
a. if by Institution					S				L	S	S							
b. if by F&A					S				S	S	S				L			
3. Receive proposals/analyze/prepare agreement																		
a. if by Institution					S				L	S	S							
b. if by F&A					S				S	S	S				L			
Phase 3B.3 Approval																		
1. Obtain necessary institution and correspondent signatures									L			A						
2. Obtain necessary TBR approvals					L	A												
3. Approval by SBC					L	S								A	S	S		
4. Additional signatures					I											L		
5. Distribute signed leases					L				I									