University of Memphis

Acquisition and Disposal by

Lease

Pre-Review

T > 5yr or $ > 150k/yr

YES | NO

Campus assembles & submits to **OSA** three (3) copies of:

Lease Pre-Review Package
- Space Action Request *
- Office Space Requirements Analysis *
- Supplemental Data
- Enrollment history and projections
- Justification

OSA submits pre-review package to **STREAM and THEC** for review

STREAM & **THEC** reviews, comments, makes recommendation.

T> 5yr or >$150k/yr

YES | NO

Approved in Budget

NO | YES

REGROUP

Advertising

- Lease-in< $50K/yr or Term < 1 year or less
- Property State owned
- Special & Unique space requirements
- then Advertising waived

any one YES

All NO

T>5yr or $ >150k/yr

YES | NO

OSA option to assign solicitation to either:

DGS | Campus

Advertise
Receive proposals
Prepare analysis and lease agreement form

Institution Approval

If T > 5yr or $ >150kyr

LEGAL REVIEWS

YES

PRESIDENT SIGNS IF:
T<5 yrs. or <$150K

T >5yr or $>$150k/yr

NO | YES

Campus assembles & submits to OSA (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.

Approvals

OSA

T >5yr or $>150k/yr

NO | YES

THEC | **STREAM** for approval by **SBC/ESC**

OSA

T >5yr or $>150k/yr

NO | YES

General Counsel reviews & advises

OSA

T >5yr or $>150k/yr

NO | YES

Obtains signatures by:
Attorney General and Governor when either:
- the State is Lessor (lease-out)
- an amendment modifies a lease which was signed by the Governor

on two (2) counterparts and returns one (1) counterpart

OSA

1 copy to vendor

1 copy to Campus

*** Ground Leases:**
The *Space Action Request* and the *Office Space Requirements Analysis* are a part of F&A FORM RSM-1A.
For ground lease, F&A FORM RPM-1 and supporting documents as described for *Deed or Easement*, are normally substituted.