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

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

**Advertising**

T > 5yr or $ > 150k/yr

YES

NO

**REGROUP**

Approved in Budget

NO

YES

**Institution Approval**

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

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**

T > 5yr or $ > 150k/yr

NO

YES

**OSA**

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

NO

YES

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

**THEC**

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.