



ACQUISITION OR

Pre Review Package

Space Action Request*

Office Space Requirements Analysis*

Supplemental

Submit to General Services / THEC
Review, Comment, & Recommend /



A

Enrollment History & Projections
Justification

NO

YES

ADVERTISING

APPROVAL

Lease Approval Package

- Signed Copy of Lease Agreement Form
- Certification of Funds
- Statement of Financial Interest
- Space Action Request*
- Office Space Requirements Analysis*
- Supplemental Data
- Summary of Analysis
- Enrollment History & Projections
- Program Documentation
- Advertisement
- Proposals
- Two signed copies of the lease

Obtain Notarized Signatures
 General Services
 Commissioner
 Attorney General Governor (if
 state is Lessor or a supplement
 modifies a lease signed by the
 Governor)
 TTU Legal Counsel
 TTU President
 Sign 2, return 1

Submit to F&A/THEC
 Approval through
 SBC/ESC

