

**OFF-CAMPUS PROPERTY LEASE
APPROVAL ROUTING SHEET**

In accordance with Board Rule 415 Attachment E¹ section 2e, an approval routing sheet is required to show authorization from educational or administrative units responsible for lease payments: Offices of Land Management and Real Estate Services; Legal Counsel; Environmental Health & Safety; Public Safety; Provost/Academic Affairs; and the Vice President for Financial Affairs and Treasurer or his/her appropriate designee.

FR: UA Educational/Administrative Unit (Off-Campus Lease Request Form Attached)

Unit: _____
Approved: _____ Date _____
Print Name: _____
Title: _____
Box No.: _____

TO: UA Designated Agent (Suitability and Selection Statement Attached)-*Land Management*

Approved: _____ Date _____
UA Designated Agent-Land Management
Print Name: Dan Wolfe

TO: UA Legal Counsel

Approved As To Form: _____ Date _____
Office of Counsel
Print Name: Mike Spearing

TO: UA Office of Risk Management for Insurance Coverage

Approved as To Form: _____ Date _____
Director of Risk Management
Print Name: Bob Pugh

TO: UA Environmental Health and Safety

Approved: _____ Date _____
Director
Print Name: Hal Barrett

TO: UA Public Safety

Approved: _____ Date _____
Associate Vice President
Print Name: Ronnie Robertson

TO: UA Academic Affairs (Provost)

Approved: _____ Date _____
Print Name: Kevin Whitaker
Title: Interim Provost

TO: UA Vice President for Financial Affairs and Treasurer

Approved: _____ Date _____
Print Name: Cheryl Mowdy
Title: Assistant Vice President for Administration

A copy of the approval routing sheet with attached statements and a copy of the executed lease should be returned to the Educational Administrative Unit for its transaction file and Land Management and Real Estate Services for recordkeeping purposes. A permanent transaction file and the original approval routing sheet will be retained by the Land Management and Real Estate Services.