

**PURDUE UNIVERSITY
LEASING AND REAL ESTATE TRANSACTION REQUEST**

Property: _____

Date Submitted: _____

Address: _____

The following information and authorizations are needed in order to enter into a lease or the purchase or sale of real estate. Please complete Section A and forward to the University Contracting Group in Freehafer Hall for review and submission to the Executive Vice President and Treasurer.

This request is for:

- | | | | |
|--------------------------|-------------------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | Lease In (University is the Lessee) | <input type="checkbox"/> | Lease Out (University is the Lessor) |
| <input type="checkbox"/> | Purchase | <input type="checkbox"/> | Sale |

A. Justification:

Please explain how this property will be used. Include any review of available University space. Please specify the term (length of the lease) and cost (asking price of real estate or cost per square foot/annual lease cost). Attach any supporting materials.

Approval recommended:

Requesting Unit or Individual (name/phone/email): _____ Date: _____

Department Head: _____ Date: _____

Chancellor/Dean: _____ Date: _____

Vice Chancellor/Fiscal Officer: _____ Date: _____

Campus: West Lafayette Calumet Fort Wayne North Central

Proposed Source of Funds:

- | | | | |
|--------------------------|------------------|--------------------------|-------------|
| <input type="checkbox"/> | Department Funds | <input type="checkbox"/> | Gift Funds |
| <input type="checkbox"/> | Federal Funds | <input type="checkbox"/> | Grant Funds |

B. To be completed by the University Contracting Group. Check applicable approvals based upon the cost and/term (see attached approval grid):

- Executive Vice President and Treasurer
- Purdue University Board of Trustees
- Review by Commission for Higher Education
- State Budget Committee
- State Budget Agency
- Governor

**Leasing and Real Estate Transactions
Authorization to Proceed**

Executive Vice President and Treasurer:

Date: _____

Approved Copies: Dean/Department Head
 Requesting Unit
 Unit Business Manager