Lease process Flow Chart
1 December 2017

Pre-Review
T>5yr or $>15k/yr

YES NO

CPCA assembles & submits to F & A and THEC two (2) copies of:
Lease Pre-Review Package
- Space Action Request *
- Office Space Requirements Analysis*
- Supplemental Data
- Enrollment history and projections
- Justification

F&A and THEC review, comment, and make recommendation
T>5yr or $>15k/yr

YES NO

Approved in Budget

NO YES

CPCA submits lease pre-review package to SBC/ESC

Advertising
- Lease-in at $8,500/yr or less for 1 yr or less
- Inter-government
- Is a supplement & does not modify term
- Advertising waived

Any one YES

All NO


Institution Approval
If T>5yr or $>40k/yr, notarize signatures
CPCA obtains signature of Correspondent on 3 counterparts of lease agreement.
T>5yr or $>15k/yr

NO YES

CPCA assembles & submits two (2) 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.

*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.

System Approval
T>5yr or $>40k/yr

NO YES

THEC
F&A for approval by SBC/ESC
T>5yr or $>15k/yr

NO YES

General Counsel
Reviews & advises
Designee signs
T>5yr or $>40k/yr

NO YES

F & A obtains signatures by:
Commissioner of F&A
Attorney General
Governor when either:
- The State is Lessor (leased-out)
- A supplement modifies a lease which was signed by the Governor
On two (2) counterparts and returns one (1) counterpart

1 copy to CPCA

1 counterpart to Correspondent