**Template Instructions: The following information must be provided for any Real Estate and Facilities agenda items in the order and format as noted below. Immediately beneath each data element are instructions as to the description and/or type of information that should be included.**

1. **University Name:**

Instruction: Provide the full name of the institution. Example: Alcorn State University

The University of Mississippi

1. **Project Number and Project Name:** N/A

Instruction: Provide the number of the project and the name of the project. Example: ASU-GS 101-223, Re-Roof Union Building

1. **Project Request:**

Instruction: A brief paragraph of what the Board is being asked to approve. Example: Alcorn State University requests approval to…….

1. **Design Professional**Instruction: Provide the full name of the project professional being used, if applicable. If a project professionalhas not been selected then please put N/A. **(PROVIDE DISCLOSURE FORM)** N/A
2. **General Contractor:** N/A

Instruction: Provide the full name of the project general contractor awarded the project, if applicable. If a project general contractor has not been awarded the project then please put N/A. **(PROVIDE DISCLOSURE FORM)**

1. **Purpose of Request**Instruction: ***Why*** *is the request needed?* *Please provide a description of the request.*

*Example 2:* Budget Increases---The escalation in the project budget is required based on the Professional’s latest Design Development, updated, estimate of cost. The current budget was an estimate of the project costs and has since been updated to reflect more accurate market costs.

*Example 3*: Other Approvals (Land/Property Purchase or Sell/Donation of Property; Naming of a Building; Approval of Exterior Design of Building, Demolition and Deletion of Building Inventory etc). This would be the reason why the request is being made.

* Why is the building being named?
* What is the significance of the person the building is being named for? ***(Bio on Person Building is Named for should be included)***
* Why is the land being sold? Why is the land being purchased?
* Why is the building is being demolished? **(Provide Archives and History Letter and send DEQ letter when contractor is determined)**

1. **Scope of the Project:** Please provide a brief description of the work to be performed (if it is a construction project).
2. **History of Project:**

Instruction: Provide a brief overview of any relevant history including previous Board approval dates and amounts. Examples of items to be included are:

1. **Term of Sale: Term of Land Lease/Purchase/Sale/Donation and Amount of Land Lease/Purchase/Sale/Donation**Instruction:

* ***Who*** is the lease or land contract between? Example: USM and the USM Alumni Association
* ***What*** is the lease or land contract for***?*** Example: To provide a central location for all Alumni Affairs activities? To acquire 100 acres of land? etc.
* ***Where*** is the building/land located***?*** Example, On campus location or address of property if it is a land lease. Property Description etc.
* ***When*** *is the lease and/or contract period?* Provide start and end dates. Provide renewal terms as stipulated in the agreement. Example: Start Date: 10/1/2009 End Date: 9/30/2011. Lease may be renewed at the end of the 25 year period etc.
* ***How much*** is the lease and/or contract amount? Example: Lease is for $1500 a month or 18,000 per year for a total of $180,000 over 10 years or Land Sale is for $1,000,000 with a property appraisal amount of $1,200,000 (Attached are property appraisals) etc.
* ***Property Descriptions (Please attach all property descriptions and property appraisals/Environmental Reports as required by Board Policy.)***

N/A

1. **Termination Options:**
2. **Project Budget:** N/A
   1. Instruction: Complete the project budget estimate in the following format for **all** **project initiations**
3. **Funding Source(s) for Project:** N/A

Instruction: How will the project cost be funded AND Amount of Funds? Bond Bill (Include Bond Bill Number, Year, and Amount from each Bond Bill), General Fund, Tuition, Patient Revenue, Auxiliary Funds, Externally Funded Grant (specify agency) etc. **Example:** General funds ($450,000); SB 2010, Laws of 2004 ($250,000)

1. **Signature of CFO and other preparer (See Below):**

**Chief Financial Officer Certification:** I attest the information noted above is accurate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Steven Holley, Vice Chancellor for Administration and Finance

Chief Financial Officer Signature and Date

John Adrian, Sr. Director for Business Operations, 662-915-7200

Preparer Name, Title, and Contact Number (if applicable)