



OFFICE OF REAL ESTATE & FACILITIES
 Mississippi Board of Trustees of State Institutions of Higher Learning
REQUEST FOR BOARD APPROVAL

FORM B

THIS FORM MUST BE SUBMITTED WITH AGENDA ITEM FOR CONSIDERATION FOR BOARD APPROVAL

To: Associate Commissioner of Real Estate & Facilities

Institution Name:		IHL Staff Use Only
Project Number (if applicable):		
Project Name (if applicable):		
Design Professional (if applicable):		
General Contractor (if applicable):		
Total Project Budget:		

I. PROJECT-RELATED Actions Requiring BOARD APPROVAL:
 (Check all that apply, submit with agenda item and necessary attachments.)

- Initiation of Project**
- Appointment of Design Professional**
- Approval to Sole Source** (Give detailed description and justification for sole source request in Section III below)
- Change in Design Professional**
- Increase in Project Budget** (Projects over \$1M)
- Change in Funding Source**
- Change in Project Scope**

II. OTHER Actions Requiring BOARD APPROVAL: (Check all that apply, submit with agenda item and necessary attachments.)

- Naming or Renaming of Buildings/Facilities**
- Exterior Design of Major Project**
- Campus Master Plan (Initial Submittal)**
- Land Sale** (see additional documentation required below)
 - Two Appraisals Attached (as required per Board Policy § 905 A.)
 - Prior Legislative Approval Required for DSU, JSU, MUW, MVSU and USM.
- Real Property Purchase or Acceptance** (Greater Than \$100K. See Below for Req'd. Documents)
 - Two Appraisals Attached (as required per Board Policy § 905 A.)
 - Environmental Report Attached
- Removal from Inventory/Demolition** (See Below for Additional Documents Required)
 - MS Dept Archives & History (Inspection/Approval Attached)
- Execution of Land Leases, Easements, Oil and Mineral Leases, and Timber Sales**
- Private Funding for Auxiliary Facilities**
- Execution of Space Leases Greater Than \$100K**

III. Additional Information:

IV. Required Signatures:

		Date Signed:	
		Date Signed:	
Institution's Executive Officer's Signature: <i>(if applicable per the institution)</i>		Date Signed:	