



OFFICE OF REAL ESTATE & FACILITIES
Mississippi Board of Trustees of State Institutions of Higher Learning

REQUEST FOR BOARD APPROVAL

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

FORM B
Tier 1

To: Associate Commissioner of Real Estate & Facilities

Institution Name:		IHL Staff Use Only
Project Number:		
Project Name:		
Design Professional:		
Prime/General Contractor:		
Construction Manager Advisor:		
Total Project Budget:		

I. PROJECT-RELATED Actions Requiring BOARD APPROVAL:
(Check all that apply and submit with Real Estate Agenda Item document and necessary attachments.)

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Initiation of Project Over \$5M
<input type="checkbox"/>	Appointment of Design Professional
<input type="checkbox"/>	Approval of Construction Manager Advisor
<input type="checkbox"/>	Approval to Sole Source (Give detailed description and justification for sole source request in Section III below)
<input type="checkbox"/>	Change in Design Professional
<input type="checkbox"/>	Increase in Project Budget (Project over \$5M)
<input type="checkbox"/>	Change in Funding Source
<input type="checkbox"/>	Change in Project Scope

II. OTHER Actions Requiring BOARD APPROVAL:
(Check all that apply and submit with Real Estate Agenda Item document and necessary attachments.)

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Naming or Renaming of Buildings/Facilities
<input type="checkbox"/>	Exterior Design of Major Project
<input type="checkbox"/>	Land Sale (see additional documentation required below)
<input type="checkbox"/>	<input type="checkbox"/> Two Appraisals Attached (as required per Board Policy § 905 A.)
<input type="checkbox"/>	<input type="checkbox"/> Prior Legislative Approval Required for DSU, JSU, MUW, MVSU and USM.
<input type="checkbox"/>	Energy Service Company (ESCO)
<input type="checkbox"/>	<input type="checkbox"/> Investment Grade Audit (IGA)
<input type="checkbox"/>	<input type="checkbox"/> Construction Contract
<input type="checkbox"/>	Real Property Purchase or Acceptance (Greater Than \$100K. See Below for Req'd. Documents)
<input type="checkbox"/>	<input type="checkbox"/> Two Appraisals Attached (as required per Board Policy § 905 A.)
<input type="checkbox"/>	<input type="checkbox"/> Environmental Phase 1 Report and any other report deemed necessary attached
<input type="checkbox"/>	Removal from Inventory/Demolition (See Below for Additional Documents Required)
<input type="checkbox"/>	<input type="checkbox"/> MS Dept Archives & History (Inspection/Approval Attached)
<input type="checkbox"/>	Execution of Land Leases, Easements, Oil and Mineral Leases, and Timber Sales
<input type="checkbox"/>	Private Funding for Auxiliary Facilities
<input type="checkbox"/>	Execution of Space Leases Greater Than \$100K

III. Additional Information:

IV. Required Signatures:

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