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

		IHL Staff Use Only
Institution Name:	University of Mississippi	
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.)

✓	
☐	**Initiation of Project Over $5M**
☐	**Appointment of Design Professional**
☐	**Approval of Construction Manager Advisor**
☐	**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** (Project over $5M)
☐	**Change in Funding Source**
☐	**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.)

✓		
☐		**Naming or Renaming of Buildings/Facilities**
☐		**Exterior Design of Major Project**
☐		**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.
☐		**Energy Service Company (ESCO)**
	☐	Investment Grade Audit (IGA)
	☐	Construction Contract
☐		**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 Phase 1 Report and any other report deemed necessary 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:

Facilities Director's Signature:		**Date Signed:**	
Chief Financial Officer's Signature:		**Date Signed:**	
Institution's Executive Officer's Signature: ***(if applicable per the institution)***		**Date Signed:**	