

- Refer to BPPM 20.45
- Complete this form for all leases of real property, property acquisitions or land assignments

SECTION 1

REAL ESTATE/F&A INTERNAL USE
LOG IN:
LOG OUT:
REID #:
WSU C#:

Date:	WSU Department ___ Lessee ___ Lessor (check one):	Contact Phone:
Mail Code:	Contact Person:	Contact e-mail:

___ Lessee ___ Lessor (Check one): (name/mailling address)		Lessee/Lessor Tax ID #
Contact Person:	Contact Phone:	Contact e-mail:

SECTION 2

This Contract is (check one): New Lease Renewal of Existing Lease* Amendment to Existing Lease*
 WSU C# _____ WSU C# _____

Land Acquisition Land Assignment**

***Attach copy of existing contract**
**** Provide Land Assignment Attachment**

CONTRACT TERMS:

Start Date:	End Date:	Renewal Date (if any): From: To:	Payment Due Date:
Payment Terms: (Month, Year, etc.)	Number of Payments:	Payment Amount:	(Not to Exceed) Total Amount:
Purpose for contract:			

SECTION 3

Is this contract (check one): <input type="checkbox"/> Sole Source Award <input type="checkbox"/> Competitively Awarded <input type="checkbox"/> Direct Buy <input type="checkbox"/> Other _____ <input type="checkbox"/> N/A																																					
Fund source(s): (Provide budget/project(s)/object/sub-object/source/sub-source): <table border="0"> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Funds</td> <td>Budget</td> <td>Project</td> <td>Object</td> <td>Sub-object</td> <td>Source</td> <td>Sub-source</td> <td></td> <td>%</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Funds</td> <td>Budget</td> <td>Project</td> <td>Object</td> <td>Sub-object</td> <td>Source</td> <td>Sub-source</td> <td></td> <td>%</td> </tr> </table>	_____	_____	_____	_____	_____	_____	_____	_____	_____	Funds	Budget	Project	Object	Sub-object	Source	Sub-source		%	_____	_____	_____	_____	_____	_____	_____	_____	_____	Funds	Budget	Project	Object	Sub-object	Source	Sub-source		%	Check Appropriate Fund Source: <input type="checkbox"/> Federal <input type="checkbox"/> Local <input type="checkbox"/> State <input type="checkbox"/> Private Grant <input type="checkbox"/> Other
_____	_____	_____	_____	_____	_____	_____	_____	_____																													
Funds	Budget	Project	Object	Sub-object	Source	Sub-source		%																													
_____	_____	_____	_____	_____	_____	_____	_____	_____																													
Funds	Budget	Project	Object	Sub-object	Source	Sub-source		%																													
Additional Information or comments:																																					

SECTION 4 – Complete this section for Lease/Purchase/Land Use

University function (teaching, research, or service-please specify):
Present location/preference for general location (requested location may be affected by factors of University use plans or other department requests, etc.)
Describe location, size of area, and show boundaries, attach a map if necessary:
Describe proposed use of real property (office, library, classroom, laboratory, storage, etc. - please indicate any unusual space needs):
Criteria and requirements for space (special air conditioning, special wiring, special telephone, computer and other related equipment, copy machines, etc.):
Management program for area and statement of responsibility by department/agency for preparation, maintenance, and restoration of site, applicable for land assignment or real property.

SECTION 5

Please PRINT FORM and obtain signatures below as their acknowledgement that they have reviewed and approve this request and confirm that the above information is correct.

REQUESTOR: Signature: _____ Name: _____ Date: _____ Title: _____
BUDGET AUTHORITY: Signature: _____ Name: _____ Date: _____ Title: _____
DEPARTMENT CHAIR or DIRECTOR: Signature: _____ Name: _____ Date: _____ Title: _____
SCHOOL, COLLEGE DEAN OR VICE PRESIDENT: Signature: _____ Name: _____ Date: _____ Title: _____

NOTE: If this is for a land use assignment also provide a Land Assignment Attachment

Please forward completed form to Real Estate Office, MS 641045, French Ad Building Room #242, for review & final processing.

Action taken (to be completed by Real Estate Office):
