



**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**

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

**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:**

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