REQUEST FOR APPROVAL TO LEASE OFFICE SPACE

Department Name ______________________________ Business Unit: ________________

Contact Name and Telephone Number __________________________________________

Please answer the questions and attach justification pages as necessary.

1. Leased Location address:

2. Type of Lease:  New _____  Renewal _____  Modification ___
   Relocation from other leased space:  Yes _  No _____  If so, where:

3. Size of Space:
   Net square feet requested _______________  Cost per Sq. Ft. ______
   Number of persons _________  Letter of Agency Staffing(LAS) attached:  Yes __No ___

   Justification attached:
   brief statement of program activities and why you need leased space Yes  ____No ___

   Is space requested in excess of Letter of Agency Staffing allowance:  Yes___  No_____  
   If yes, cover reasons in your justification.

4. Term of Lease: _____________ to _____________ Options to renew ____ years.
   Monthly Cost: $ ____________  Annual Cost: $ ____________________

5. Can this program be housed in a state-owned building?  Yes ___  No ____  If yes, please explain:
6. Will this lease result in the need for new, additional, or relocation of telephone equipment or service? Yes______ No______
If yes, contact Telecommunications immediately.

7. Contact person for information and bid specifications.

___________________________________________
___________________________________________

8. If a new lease, less than 5,000 square feet, describe search and selection of space, including price quotations from at least three (3) sources and complete the Conflict of Interest form.

9. The undersigned certifies that the space criteria standards published by the Department of Management Services have been used to compute space requirements and the lease will not provide excess space, unless otherwise justified. I, also, certify that no state owned space is available for this department / project, all supporting documents have been reviewed and all funding has been approved.

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Purchasing Services Date

Rev 12/11