

This Approval Sheet is to be used for all real estate property leases (both new leases and amendments to existing leases) for which Carnegie Mellon University is the tenant. This form is *not* needed for one-time facility rentals for special events (i.e., dinners, conferences, recitals, etc.)

| Section A. General Information | To be completed by: department requesting leased space |
|--|---|
| Department Information | |
| Department requesting space: | |
| Justification for leased space: | |
| Building information (to be completed if leased property has already been identified) | |
| Building's street/apt. address: | |
| City, State, Zip, Country: | |
| General Economic Terms (Preliminary) | |
| Estimated duration of lease: | |
| Estimate annual or monthly rent: | |
| Funding | |
| Intended funding organization: | <input type="checkbox"/> department funds <input type="checkbox"/> central funds <input type="checkbox"/> other |
| Will sponsored project funds be used? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Required Signatures | |
| | |
| Department Representative's Signature (i.e., Business Manager, Principal Investigator) | Date |
| | |
| Department Head or Dean's Signature | Date |

| Section B. Provost Approval | To be completed by: University Provost |
|--|---|
| Provost's Approval | |
| The Provost's approval is required for all university leases and lease renewals. | |
| Required Signature | |
| | |
| Provost's Signature | Date |

Upon completion of Sections A & B, please submit to: Russ O'Lare, Director of University Planning, GATF Bldg., Suite 400

| Section C. Controller's Office Approval | To be completed by: Controller's Office |
|---|--|
| FASB-13 Analysis | |
| The lease will be a (please check one): <input type="checkbox"/> Capital lease <input type="checkbox"/> Operating lease | |
| Required Signature | |
| | |
| Controller's Signature (or Controller's Office Representative) | Date |

Section D. Cost Analysis Review*To be completed by: The Office of Cost Analysis***SEI Leases Only**

Cost Analysis must confirm that Administrative Contracting Officer (ACO) approval has been granted.

Required Signature

Office of Cost Analysis Reviewer

Date

Sponsored Funding Verification

If sponsored funds are intended to be used to cover lease or lease-related costs, then they must first be approved by the Office of Costs Analysis

Required Signature

Office of Cost Analysis Reviewer

Date

Section E. Risk Analysis*To be completed by: Office of Risk Management***Insurance Provisions Review**

_____ The insurance provisions (including liability, indemnification, and subrogation) have been reviewed and/or revised and are in accordance with existing, applicable university policies. (*check when ready*)

Required Signature

Office of Risk Management

Date

Section F. General Counsel Review*To be completed by: Office of General Counsel***Legal Review**

_____ The legal review of the lease is complete. (*check when ready*)

Required Signature

Office of General Counsel Reviewer

Date

Section G. Summary*To be completed by: University Planning***Lease Ready for Final Signature?**

_____ The lease is ready for signature of the Chief Financial Officer of Carnegie Mellon. (*check when ready*)

Required Signature

Director of University Planning

Date