

LEASE REQUEST FORM P.M. 1

DEPARTMENT OF ADMINISTRATION

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DATE OF REQUEST

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DEPARTMENT REQUESTING

Explanation of Request: i.e., renewal, additional space, reduction of space or proposed move to new location. Estimated expenses and source of funding. If renewal include present square footage as well as price per square foot.

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Department Contact person  
and telephone number

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Approved by Department  
Director/Agency Head  
making request

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Approval Director of Administration

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Approval Associate Director  
DOA/Division of Capital Projects  
& Property Management

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Approval for funding  
DOA Budget Office

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Received by DOA/Division of Capital Projects &  
Property Management