**Land Access**

**ROUTING SLIP**

Date:

Grantee:

Legal Location County:

Section:

Township:

Range:

Description:

Purpose:

Proceeds:

KSU College/Department (if applicable):

Key Contacts:

Attachments Included:

1. Campus Planning & Project Management – Review to ensure there are no problems or issues and to obtain departmental approval if necessary: \_\_\_\_\_\_\_\_

 (initial)

1. Division of Financial Services (DFS) Land Manager – Review for conflicts with existing agreements. If conflict exists, return to Campus Planning & Facilities Management for confirmation. If no conflict, DFS will initial the routing slip and send all documents to the Office of General Counsel (OGC): \_\_\_\_\_\_\_\_

(initial)

1. OGC – Work with the Grantee to make revisions if necessary. Once approved, initial the routing slip and forward to the Vice President for Administration & Finance (VPAF) for signature: \_\_\_\_\_\_\_\_

 (initial)

1. VPAF – Review, sign, initial routing slip and forward to DFS Land Manager: \_\_\_\_\_\_\_\_

 (initial)

1. DFS Land Manager – Print completed document(s) and file in the land folder. Document(s) will be forwarded to the requesting agency. DFS will ensure a copy of the fully executed document(s) is in the land folder and initial the routing slip once completed: \_\_\_\_\_\_\_\_

 (initial)