

Easement Procedures
ROUTING SLIP

Date _____ Requester _____

Legal Location: County _____ Section _____ Township _____ Range _____

Description _____

Purpose _____ Proceeds N/A or \$ _____

KSU College/Department (if applicable) _____

Attachments Included _____

Please initial:

- _____ Campus Planning & Facilities Management - Review to ensure there are no problems or issues and to obtain departmental approval if necessary.
- _____ University Operations - Review for conflicts with existing agreements. If a conflict exists, returned to Campus Planning & Facilities Management for confirmation. If no conflict exists, Vice President for University Operations (VPUO) will initial the document to indicate approval and the document will be sent to OGC.
- _____ Office of General Counsel (OGC) - Review and approve. The attorney reviewing the documents will initial if approved and forward to the State Attorney General for approval.
- _____ OGC - Once approved, the document will be forwarded to the University President for notarized signature.
- _____ OGC - Send the signed documents to University Operations, 109 Dykstra Hall.
- _____ University Operations- Copy completed documents for land files. Documents will be forwarded to the requesting agency.
- _____ Requesting agency will file with the Register of the Deeds and University Operations will ensure a copy of the filed document is in our records.