

Land Access
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 (Diana Hutchison) - Review to ensure there are no problems or issues and to obtain departmental approval if necessary.

_____ University Operations (Angela Patrick) - Review for conflicts with existing agreements. If conflict exists, returned to Campus Planning & Facilities Management for confirmation. If no conflict exists, forward to the Office of General Counsel (OGC).

_____ Office of General Counsel - Review and approve. The attorney reviewing the documents will initial if approved and forward to COO.

_____ Chief Operating Officer - COO will sign the document and return to Angela Patrick.

_____ University Operations - Copy completed documents for land files. Documents will be forwarded to the requesting agency.