REQUEST TO ENTER INTO TRANSACTION INVOLVING
REAL PROPERTY OR INTEREST IN REAL PROPERTY

1. Campus: ____________________________________________________________

2. Location of real property (attach map, floor plan, etc.): ______________________

3. Parties to transaction (i.e. seller, lessor, etc.): _____________________________

4. Method of conveyance / acquisition: ______________________________________

5. Purpose and background of transaction: __________________________________

6. Is the transaction in compliance with the Campus Long Range Development Plan?
   _________________________________________________________________

7. Estimated fair market value of property (attach appraisal, tax assessment or other
   basis for valuation): ____________________________________________

8. Proposed consideration for the transaction: _________________________________

9. Additional economic value of transaction to community (e.g. employment
   opportunities): _________________________________________________

10. Special conditions (if any): ___________________________________________

Attach additional sheets, if necessary.

Recommended for Approval: ____________________________

Approved: ____________________________

Vice President/Chancellor Date

Vice President for Administration and Chief Financial Officer Date