**Easement Procedures**

**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, forward to the State Attorney General (AG) for review and signature. After the AG signs, initial the routing slip and forward to the Vice President for Administration and Finance (VPAF) for notarized signature, 105 Anderson Hall: \_\_\_\_\_\_\_\_

 (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 to record with the appropriate county Register of Deeds. DFS will ensure a copy of the recorded document(s) is in the land folder and initial the routing slip once completed: \_\_\_\_\_\_\_\_

 (initial)