

THE TEXAS A&M UNIVERSITY SYSTEM
SYSTEM ADMINISTRATIVE AND GENERAL OFFICES

LEASED BUILDING/FREE SPACE INFORMATION

The purpose of this form is to provide the required information to the SAGO Property Manager to create a building in FAMIS FFX for leased buildings or free space. Leased buildings are buildings that a System Member occupies and is paying a fee to occupy the space. Free space is defined as space that your campus code occupies, but does not own, lease, or is not owned by another A&M System Member.

The building will be added to campus code '00' on FAMIS FFX screen 540.

Please circle what type of building you are requesting to be added to campus code 00.

LEASED

FREE

I. Building Number: _____

Building Name: _____

Condition: _____

Financing Method: _____

Title Ownership: _____

II. Member Name and Campus Code Requesting the Addition/Change: _____

Date FCOR was notified by Member: _____

III. Approval: _____

Property Manager (Signature)

Date

For SAGO use Only:

Date Building Entered on FAMIS FFX Screen 540: _____

SAGO Property Manager Signature that completed data entry: _____