

## MEMBER NAMING REQUEST CHECKLIST

**REQUEST TO NAME** \_\_\_\_\_

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[Location to be Named (Building, Classroom, Conference Room, etc.), The (Enter Requested Naming)]

Naming requests submitted as agenda items for Board approval must be accompanied by this completed checklist for proper legal sufficiency determination by the System Office of General Counsel.

A signed (by both donor and member) and completed gift agreement is attached that provides, among other information, exclusive jurisdiction to the system Board of Regents over the naming rights and the ability to terminate for failure to pay as promised under the agreement or for acts of moral turpitude.

The president confirms that the chancellor has been informed of this naming item (including the facility/location to be named and the amount of the gift) prior to this naming submission.

The president confirms that contact has been made with System Treasury Services to verify that the proposed naming will not adversely affect any current financing obligations for the location of the proposed naming. (Request should be sent to [CLHanks@tamus.edu](mailto:CLHanks@tamus.edu) and [Christine.Ramirez@tamus.edu](mailto:Christine.Ramirez@tamus.edu) with Treasury Services and include copies of the naming request memo and gift agreement.)

\_\_\_\_\_  
(Signature)  
President

\_\_\_\_\_  
Date