

**** Email completed forms to State.Architect@tn.gov. Begin subject line with "Delegation Form". ****

Transmittal and Checklist for Delegated Approval Authority – (2.04.D.2)

Emergency Acquisition Lease

- Approval of the Commissioner of Finance & Administration attached
- Back-up attached (Lead sheet, copy of lease, other relevant back-up materials)

Description of the Emergency:

Transaction #: _____

Submitting SPA: _____

SPA Authorized Representative: _____

Approved:

_____ Date: _____

Submit completed form to OSA to allow OSA to complete the emergency lease request.