



# Memorandum of Understanding – Removal of Space

Organization/Department

This document is designed to standardize information related to the Removal of Space that will be reviewed by the Space Allocation Committee. Any removal of space will be reviewed by the SAC.

**Lease Termination**  
**Demolition**  
**Mothballed**

<p><b>Describe why use of the space will be terminated.</b></p>	
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**Prepared By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head/Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Texas Tech University CFO:** \_\_\_\_\_ **Date:** \_\_\_\_\_