

## **Application by an employee of the UM with documentation already.**

- A. \_\_\_\_\_ Employment is verified by Association Vice President with the U Human Resources Department Records Section. Unless proof is with the application. *Copy application to Vice. Pres., Copy for board agenda, soc sec whited out. Original in office file "pending" white out social security number.*
- B. \_\_\_\_\_ **Application is placed on agenda for next meeting of the Board.**
- C. \_\_\_\_\_ Approval has been given by the Board. Copy for
- D. \_\_\_\_\_ When Board approves application, **the applicant is sent a letter** of approval. Copy is placed in the **file** and **copy sent** to the Board of Directors to the University's **Director of Real Estate** enclosing the application and documentation of board of directors approval. *Director of Real Estate just wants to see who is approved.*

*Attach to original application. Once approved, put on approved buyers list.*

## **Suitable University affiliation, Adjunct Professor, Instructor, Lecturer or anyone who is not an employee with benefits but operates under a special contract.**

1. \_\_\_\_\_ **Application is placed on agenda for next meeting of the Board.** *Copy for board agenda, soc sec whited out. Original in office file "pending" white out social security number.*
2. \_\_\_\_\_ Approval has been given by the Board.
3. \_\_\_\_\_ A letter is written by the Board of Directors to the University's Director of Real Estate enclosing the application and documentation and written approval of the University is requested.
4. \_\_\_\_\_ Upon receipt of the University's written approval, a letter from the 1666 Board of Directors indicating the University's written approval has been received, the approval letter is **sent to the applicant**. Copy is placed in the file.

*Attach to original application. Once approved, put on approved buyers list.*