

WV-15 REQUEST FOR TEMPORARY SPACE

INSTRUCTIONS: If you answer "No" to ALL of the following questions, DOA's approval is not required. Attach a copy of this form to the invoice for processing through the Auditor's Office. However, if you answer "Yes" to ANY of the following questions, this form must be submitted at least one month prior to the requested date of use to the following address:

**Department of Administration
Real Estate Division, Leasing Section
1409 Greenbrier Street
Charleston, WV 25311**

1. Is the space requested to be used as office space? Yes No
2. Will the space be use for six (6) months or more? Yes No
3. Will the total rental amount exceed \$2,000.00 for the event or use during the fiscal year? Yes No
4. Is there any kind of rental agreement, contract, etc. to be signed by the agency?* Yes No
5. Has the agency's authority to lease temporary space been revoked by the DOA? Yes No

***If you answer "Yes", then you must attach a copy of the agreement along with a signed WV-96 to this form.**

Type of Space (example, conference room, auditorium, etc.):

Date(s) of Use: / / through / / Other:

Rent to be Paid to:

Cost for Use of Space:

Purpose:

Agency Contact:

Phone: - - Ext.

Name and Address of Spending Unit:

By: _____ Title: _____ Date: / /

I certify that, to the best of my knowledge, suitable rent-free space is not available on the date(s) and for the purpose stated above.

Approved By: _____
Date: _____

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