

Off-Site Space Rental	SPH SOG – FIN0013
Last Reviewed/Revised: 04/2019	Approved:

As the need arises for additional SPH space that cannot be accommodated on existing WVU property for storage and/or additional site locations, the following process should be used:

- Obtain approval as required in the Purchasing Hierarchy.
- Complete SPH Space Rental electronic form and forward to SPH EBO for tracking.
- Contact WVU Real Estate Services with a description of space needs and requirements.
- Work with WVU Real Estate Services to select a WVU preferred space vendor and associated contracts.
- Pay for space in accordance with agreement set forth.

http://realestate.wvu.edu/temporary_short_term_space_rental

CONTACT: Shonnette Kingston
WVU School of Public Health
304.293.2503; shonnette.kingston@hsc.wvu.edu