

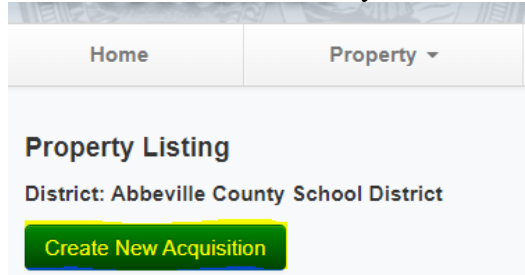


## **Property Acquisition Training Material**

**[Existing Property/Lease]**

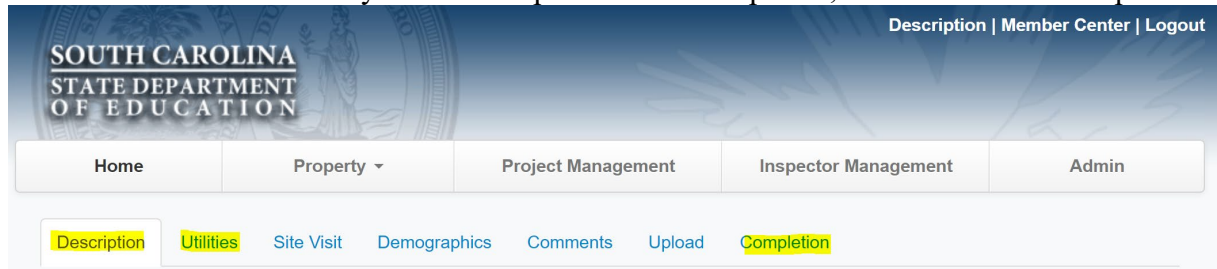
1) How to enter a Property Acquisition for a property (owned/leased) **already approved by OSF**:

- a) District Facilities Data Entry User - Select the “Property” tab, then “Property Acquisition” and Select “Create New Acquisition”



***Figure 1: Create New Acquisition Button***

- b) District Facilities Data Entry User - Complete the “Description”, “Utilities” and “Completion” tabs



***Figure 2: District Facilities Data Entry User Tabs to Complete***

- c) District Facilities Data Entry User – “Completion Tab” - Contact your local county if help is needed to answer the following:

A screenshot of a web form titled 'Complete Property Acquisition'. It contains three input fields: 'Actual Purchase Date\*', 'Actual Purchase Price\*', and 'Actual Acreage\*'. Each field has a small asterisk indicating it is required. Below the 'Actual Purchase Price' and 'Actual Acreage' fields is a blue 'Complete' button. At the bottom left, there is a 'Back To Listing' button.

***Figure 3: Actual Purchase Information***