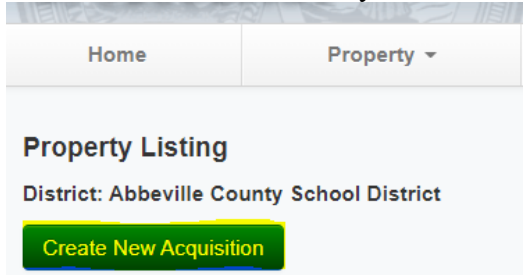


## Property Acquisition Training Material

### [Existing Property/Lease]

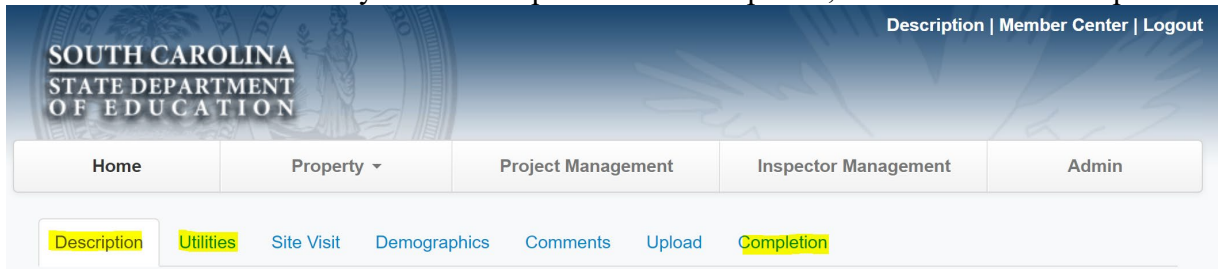
1) How to enter a Property Acquisition for a property (owned/leased) **already approved by OSF:**

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



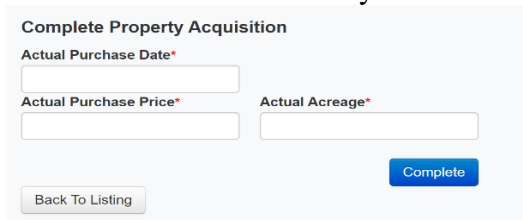
**Figure 1: Create New Acquisition Button**

- 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:



The screenshot shows a form titled 'Complete Property Acquisition'. It contains three input fields: 'Actual Purchase Date\*', 'Actual Purchase Price\*', and 'Actual Acreage\*'. A blue 'Complete' button is located at the bottom right, and a 'Back To Listing' button is at the bottom left.

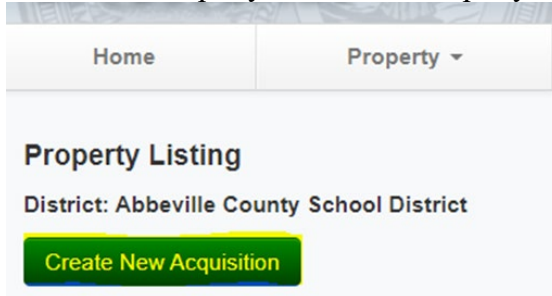
**Figure 3: Actual Purchase Information**

## Property Acquisition Training Material

*[New Purchase/Lease]*

2) How to enter a Property Acquisition for a property (owned/leased) *seeking OSF approval:*

- a) 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” and “Utilities” tabs



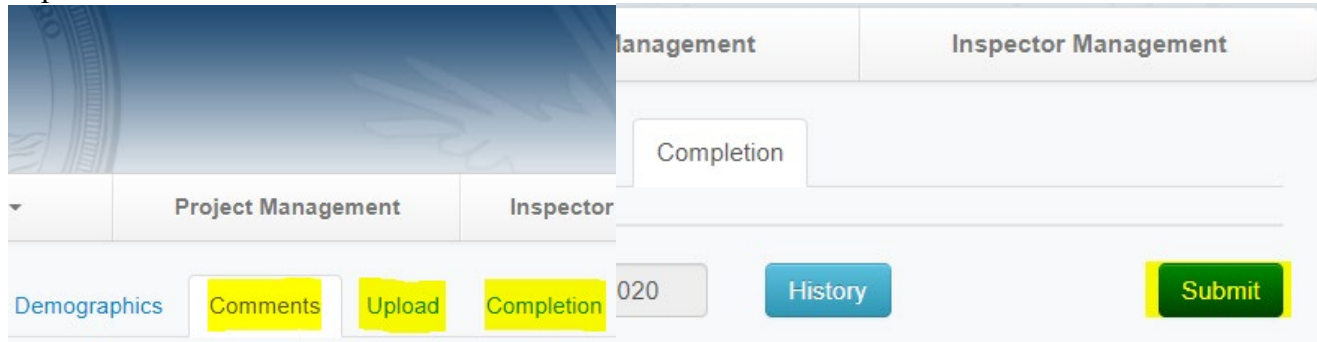
**Figure 2: District Facilities Data Entry User Tabs to Complete**

- c) OSF User to Evaluate the Property – Complete the “Site Visit”, “Demographics” and “Comments” (if desired) tabs



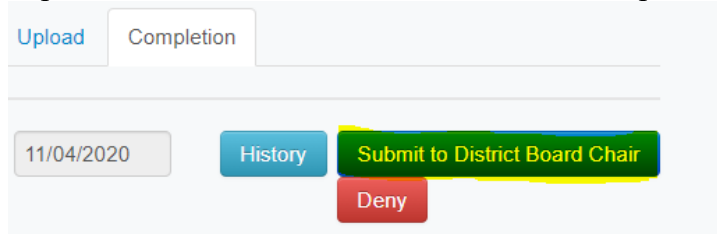
**Figure 3: OSF User Tabs to Complete**

- d) District Facilities Data Entry User – Complete the “Comments” (if desired), “Upload” and “Completion” tabs and submit to Superintendent



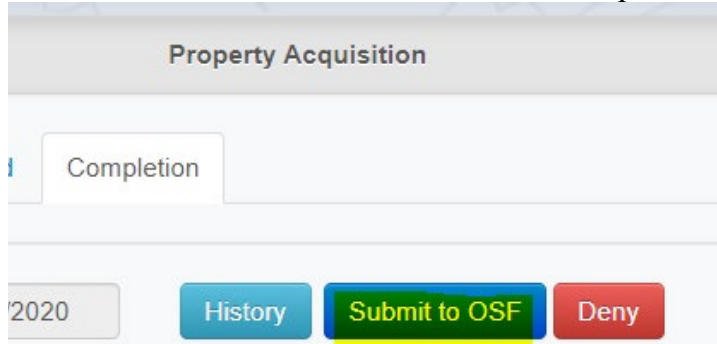
**Figure 4: District Facilities Data Entry User Tabs to Complete & Submit to Superintendent**

- e) Superintendent – Review the information and complete the “Completion” tab to submit to the Board Chair



**Figure 5: Superintendent Tabs to Complete & Submit to Board Chair**

- f) Board Chair – Review the information and complete the “Completion” tab to submit to OSF



**Figure 6: Board Chair Tabs to Complete & Submit to OSF**



g) OSF Director – Review and Approve or Reject Property Acquisition

The screenshot shows a web interface with two tabs at the top: 'Inspector Management' and 'Admin'. Below these is a 'Completion' tab. At the bottom, there are four buttons: a grey button with '020', a blue 'History' button, a green 'Approve' button, and a red 'Deny' button.

**Figure 7: OSF Director Tabs to Complete & Submit for Approval**

h) District Facilities User – Complete the “Completion” tab for when the property was purchase, purchased amount and number of acres.

The screenshot shows a form titled 'Complete Property Acquisition'. It has three input fields: 'Actual Purchase Date\*' (with a calendar icon), 'Actual Purchase Price\*', and 'Actual Acreage\*'. Below the fields are two buttons: a blue 'Complete' button and a grey 'Back To Listing' button.

**Figure 8: Actual Purchase Information**



**Property Acquisition Approval Flowchart**  
*[New Purchase/Lease]*



**Figure 9: Property Acquisition Approval Flowchart for New Purchase/Lease**