



Property Acquisition Training Material

[New Purchase/Lease]

1) 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”

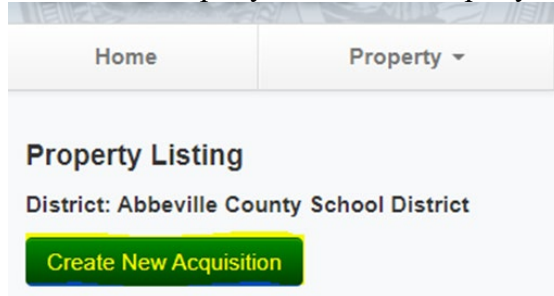


Figure 1: Create New Acquisition Button

- 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



Division: District Operations & Support
Department: Office of School Facilities

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

Inspector Management Admin

Completion

020 History Approve Deny

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.

Complete Property Acquisition

Actual Purchase Date*

Actual Purchase Price* Actual Acreage*

Back To Listing Complete

Figure 8: Actual Purchase Information



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

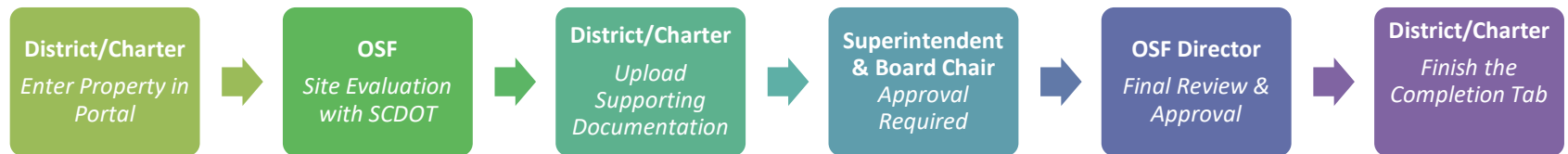


Figure 9: Property Acquisition Approval Flowchart for New Purchase/Lease