

ADMINISTRATIVE MEMORANDUM

SUBJECT

Change in Procedure for Processing Requests
for Acquisition and Disposition of Real Estate

NUMBER #2

DATE October 6, 1969

The following procedure will replace the present method for processing property transactions through the Executive Committee of the Board of Trustees:

1. Forms DA-P-101 and DA-P-102, as applicable, will be completed on each campus through the next to last item on the forms.
2. Four (4) copies of the form will be forwarded to the Vice President-Finance, General Administration, covered by a TRANSMITTAL OF REQUEST FOR ACQUISITION/DISPOSITION OF REAL PROPERTY signed by the Chancellor or his designated representative. (Sample TRANSMITTAL form is attached).
3. Upon approval by the Executive Committee, the last item on the forms will be completed and three copies of the request will be returned to the campus.
4. Two copies of the completed form will be forwarded from the campus to the Department of Administration.

Requests must be received by the Vice President-Finance at least 20 days before a scheduled meeting of the Executive Committee if action at that particular meeting is required.

Letters of explanation and drafts of proposed Executive Committee resolutions will no longer be required.



William Friday, President

TRANSMITTAL OF REQUEST FOR ACQUISITION/DISPOSITION OF REAL PROPERTY

DA-P 101 Number _____ Date _____

DA-P 102

_____ Campus

Recommended by Chancellor _____
Signature

Recommended by President _____
Signature

Recommended by Committee on Real Estate

Chairman's Signature

Approved by Executive Committee _____ Date

Secretary's Signature