



Category	
6-02 Acquisition of Real Property	
Approval	
LC Approved: 5/18/12	
Effective Date/BOT Approved: 5/26/10	
Revised: 4/2012	
Responsible Party: Director of Operations/Facilities	

Policy Statement

WSU Tech may purchase real property when specific needs dictate or when long range planning determines an advance need. Real property is defined as land or buildings. The College will purchase such properties when terms and conditions are deemed by the WSU Tech Board of Trustees (WSU Tech BOT) to be in the best interest of the College.

Implemental Procedures:

1. The administration will work with other agencies to identify property for immediate needs and to ascertain areas of potential growth to determine where future sites should be acquired.
2. The administration will identify and recommend to the Finance and Facilities Committee of the WSU Tech BOT the purchase real property that can be effectively utilized by the College.
3. The attorney for the Board may be consulted to determine the Board’s legal authority to purchase the real property.
4. Qualified individuals will be employed to secure an appraisal on the property(ies) according to the following criteria:
 - a. One independent appraisal when a property value is estimated to be between \$25,000 and \$100,000.
 - b. Two independent appraisals if a property value is estimated to exceed \$100,000.
5. Prior to recommending purchase, the administration will obtain an environmental assessment of the property to determine if there are potential environmental contaminants or other environmental liabilities present.
6. If improvements exist on property proposed for purchase, consultants may be employed to evaluate the structure(s), if such an evaluation is deemed necessary by the administration. Consultants may include architects, structural engineers, mechanical, or electrical engineers.
7. If it is determined that the acquisition of the real property is desirable, the Finance and Facilities Committee will recommend for approval to the WSU Tech BOT an acceptable range of offers within which the administration may arrange for purchase of the property.

Any proposed purchase of real property will be presented to and acted upon by the Board in regular session.