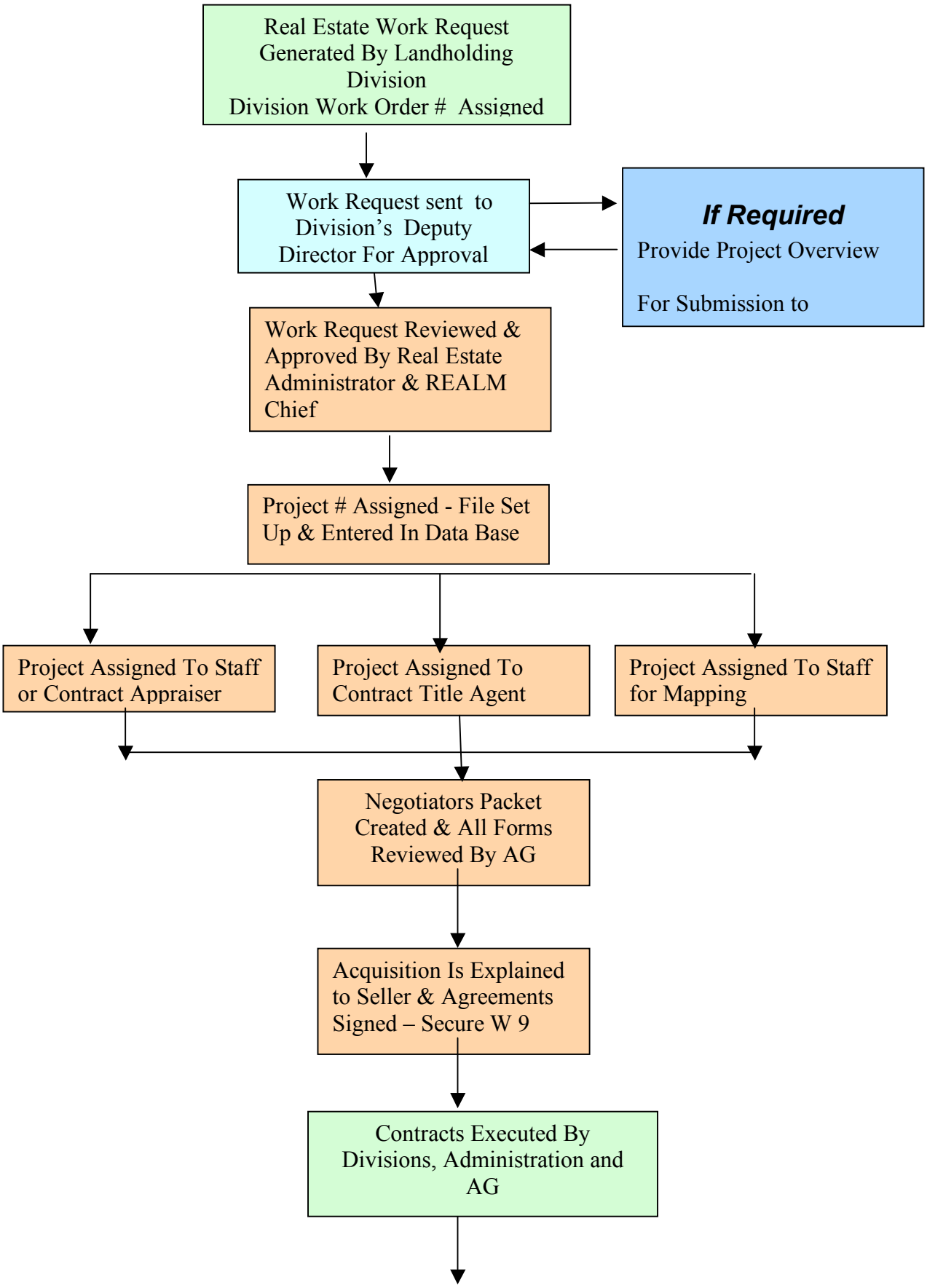
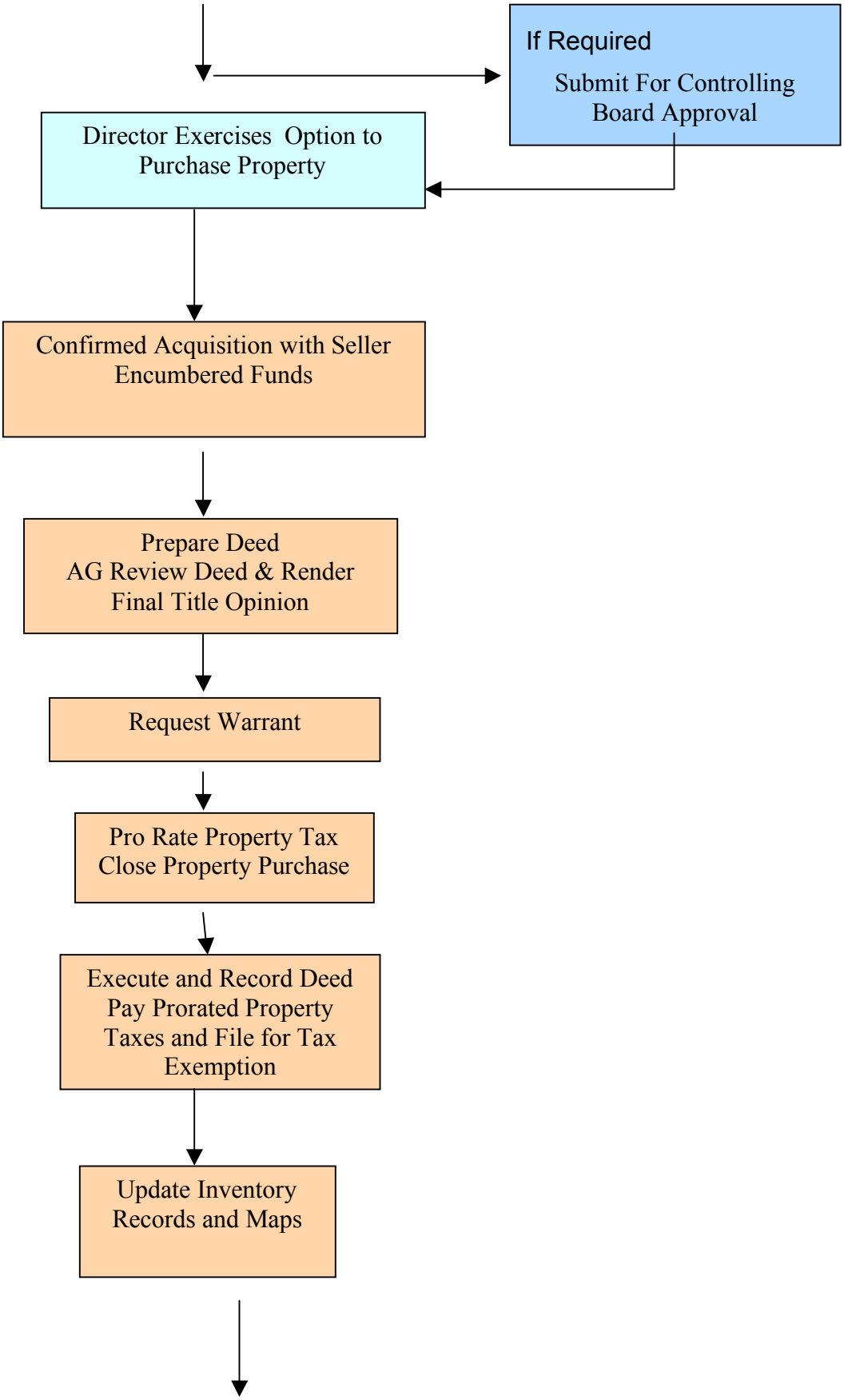
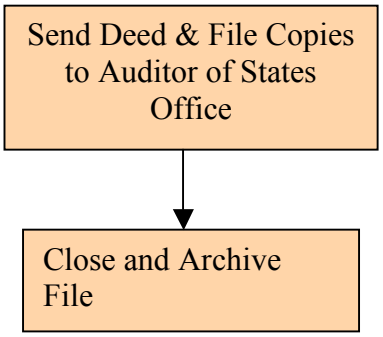
Acquisitions Flow Chart




If Required
Submit For Controlling Board Approval
Director Exercises Option to Purchase Property
Confirmed Acquisition with Seller Encumbered Funds
Prepare Deed
AG Review Deed & Render Final Title Opinion
Request Warrant
Pro Rate Property Tax
Close Property Purchase
Execute and Record Deed
Pay Prorated Property Taxes and File for Tax Exemption
Update Inventory Records and Maps


Send Deed & File Copies to Auditor of States Office
Close and Archive File