



Manual of Policy and Procedures

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PURPOSE

Any acquisition or disposal of real estate shall benefit the VSC and shall be consistent with appropriate business practices.

STATEMENT OF POLICY

When deemed to benefit a college and the system, VSC colleges may convey or acquire real estate (including easements and rights-of-way) by way of purchase, sale, trade or donation. In addition, with the approval of the Chancellor or the Chancellor’s designee, VSC colleges may enter into leases of real property when deemed to be of benefit to a college and the system. However, any lease over \$250,000 per year or \$1,000,000 over the life of the lease shall require Board approval.

The VSC Board of Trustees shall approve any purchase, sale, trade or donation of real estate in accordance with the following procedures:

The college president, after consultation with the Chancellor, shall submit any proposal to acquire or dispose of real estate to the Finance & Facilities Committee for review. The proposal will include:

- a description of the property;
- rationale for the acquisition or disposal;
- costs and benefits associated with the proposal.

Any real estate sale shall occur only after a public advertising or bidding process, unless special circumstances are present and documented. Any real estate purchase shall occur only after due diligence appropriate to the circumstance. Any activity or expense related to federal grants or contracts must comply with *2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, in addition to the provisions above.

The Finance & Facilities Committee will review any proposal to acquire or dispose of real estate, and will make a recommendation to the full Board of Trustees regarding action.

Signed by: _____
Jeb Spaulding, Chancellor