



**North Carolina  
Department of Environment  
and Natural Resources**

**Operating  
P R O C E D U R E S**

**Section: Purchase and Services**

**Subject: Real Property- Acquisition/Disposition**

**Approved By: DENR Secretary**

**Eff. Date: 1991**

**Revised: 2001**

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**PROCEDURES:**

**Land Acquisition:**

1. PO-1 (Acquisition of Real Property) is completed by division/program.
2. PO-1 and supporting documentation is sent to Purchase and Services for review.
3. The Director of Purchase and Services signs PO-1 on behalf of the Department and forwards package to State Property Office with cover letter.
4. State Property Office reviews DENR request and places on Council of State agenda.
5. After Council of State approval, the State Property Office returns approved documentation to Purchase and Services.
6. Purchase and Services retains one (1) copy of approved documents for Departmental file and forward other copy to division/program.

**Land Disposition:**

1. PO-2 (Acquisition of Real Property) is completed by division/program.

2. PO-2 and supporting documentation is sent to Purchase and Services for review.
3. The Director of Purchase and Services signs PO-2 on behalf of the Department and forwards package to State Property Office with cover letter.
4. State Property Office reviews DENR request and places on Council of State agenda.
5. After Council of State approval, the State Property Office returns approved documentation to Purchase and Services.
6. Purchase and Services retains one (1) copy of approved documents for Departmental file and forward other copy to division/program.

**SEE ALSO:** G.S. 146-22, 23, 27, 28, 29