



Category:  
Facility Management / Safety  
Financial

Responsible Office:  
[University Counsel](#)

**Procedure Title:**

Acquisition and Disposal of Real Property Interests, Procedures for

Document Number:  
7550

Effective Date:  
June 25, 1983

This procedure item applies to:  
State-Operated Campuses

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**Summary**

This procedure applies to the acquisition and disposal, or transfer of interests in real property under jurisdiction of the Board of Trustees of State University of New York (University).

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**Process**

1. All contracts, maps, and other documents pertaining to the following actions shall be executed by the chancellor or designee:
  1. contracts for purchase, or agreements of adjustment in settlement of claims arising out of appropriation, of real property;
  2. declaration of surplus of properties to be transferred to the office of general services (OGS) for further disposal;
  3. maps and other documents relating to the transfer of jurisdiction of lands between the University and other state agencies;
  4. reconveyances of real property to previous owners;
  5. leases or permits for University use of property owned by others;
  6. leases or long-term permits (over 30 days) for use of University property by others;
  7. conveyances of easements of other property rights in University lands.
  
2. The completed documents, along with such supporting material as required, will be submitted to the attorney general (AG) and comptroller for completion of processing. When the fully-approved agreement is returned by the comptroller, copies will be forwarded to the campus for their files and distribution.

## Forms

There are no forms relevant to this procedure.

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## Related Procedures

There are no related procedures relevant to this procedure.

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## Related Policies

SUNY Policy - [Commercial Use Policy \(Use of University Facilities for Commercial Purposes\), Doc. No. 5607](#)

SUNY Policy - [Use of Facilities by Non-Commercial Organizations, Doc. No. 5603](#)

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## Other Related Information

There is no other information relevant to this procedure.

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## Authority

The following links to FindLaw's [New York State Laws](#) are provided for users' convenience; it is not the official site for the State of New York laws.

NYS Education Law §§ [307](#) and [355](#)

[NYS Eminent Domain Procedure Law](#)

[NYS Public Lands Law § 30-a](#)

[NYS State Finance Law § 112](#)

In case of questions, readers are advised to refer to the New York State Legislature site for the menu of [New York State Consolidated](#).

State University of New York Board of Trustee Resolution 83-17 and letter of designation dated January 19, 2005, signed by the chancellor.

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## History

State University Board of Trustees Resolution 83-17 and letter of designation dated January 19, 2005, signed by the chancellor.

State University Board of Trustees Resolution 80-275 adopted November 25, 1980 and letter of designation dated January 26, 1981, signed by the chancellor.

State University Board of Trustees Resolution 78-331 adopted December 26, 1978.

State University Board of Trustees Resolution 50-106 adopted September 11, 1950.

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## Appendices

There are no appendices relevant to this procedure.

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