

Original Approval Date: April 21, 2006
Most Recent Approval Date: September 26, 2014
Most Recent Editorial Date: July 27, 2012
Parent Policy: [Real Property Proceeds Policy](#)

Real Property Proceeds Procedure

Office of Administrative Responsibility:	Office of the Associate Vice-President (Ancillary Services)
Approver:	Vice-President (Facilities and Operations)
Scope:	Compliance with this University procedure extends to the Office of the Vice-President (Facilities and Operations), Office of the Vice-President (Finance and Administration) and the Board of Governors.

Overview

The University of Alberta may, from time to time, sell, lease or exchange an interest in **real property**.

Purpose

The intent of the Real Property Proceeds Procedure is to ensure administrative rigour and control with respect to expenditure and funding requests from the Real Property Proceeds Reserve Fund.

PROCEDURE

All Real Property Proceeds expenditure/funding requests must be completed by the appropriate Facilities and Operations Associate Vice-President/Executive Director/Director and submitted on the Resource Allocation Expenditure (RAE) form.

The request is then submitted to the Vice-President (Facilities and Operations) for review and approval. Then provided to Vice-President (Finance and Administration) for information and input.

Once reserve funding has been approved, project approval must be granted as per the **Capital** Expenditure Authorization (CEAR) Policy and Procedure.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

Real Property	Refers to land, which may have above surface structures such as buildings and below surface items such as minerals.
Capital	All monies received by the University of Alberta, regardless of the sources, for purposes of undertaking capital projects such as construction, renovation, restoration, infrastructure upgrading and the installation of capital equipment. Such funds are applied also to landscaping, paving, grounds and utilities improvements or changes.

FORMS

There are no forms for this Procedure. [\[▲Top\]](#)

RELATED LINKS

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[Real Property Compliance Policy](#) (UAPPOL)

[Real Property Disposition Procedure](#) (UAPPOL)

[Capital Expenditure Authorization Request \(CEAR\) Policy](#) (UAPPOL)

[Capital Expenditure Authorization Request \(CEAR\) Procedure](#) (UAPPOL)