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MANUAL 500-2

SECTION 00.1

INTRODUCTION

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INTRODUCTION

On March 23, 2006, the New York State Thruway Authority Board adopted a resolution approving the revised Thruway Real Property Management Policy (25-6-02) and authorizing the Executive Director to develop procedures to implement such Policy. To this end, Thruway Authority (Authority) staff members, working in conjunction with an outside consultant, have developed Standard Operating Procedures (SOP's) regarding Authority real property management. The detailed administrative and operational SOP's are set forth in this Thruway Real Property Management Standard Operating Procedures Manual (Manual).

To ensure that all real property transactions are progressed in the best interests of the Authority, the Manual provides direction to Authority personnel for the management of all Authority real property transactions, including but not limited to, sales, leases, acquisitions and permits.

While the SOP's included in this Manual have attempted to address all real property management-related issues, other issues may arise which are not included in this Manual. Such matters should be brought to the attention of the Bureau of Real Property Management, along with any questions regarding the procedures.

If it becomes apparent that a new real property SOP must be added or an existing procedure must be revised, the Manual will be updated in accordance with Section 01.1 of the Manual.