

DISPOSITION OF OBSOLETE EQUIPMENT

School property, such as equipment, furnishings, or supplies, hereinafter equipment, will be disposed of when it is determined to be of no further use to the school district. It is the objective of the school district in disposing of the equipment to achieve the best available price or most economical disposal.

Obsolete equipment having a value of less than \$5,000 will be sold or disposed of in the following manner:

- Items with worthwhile resale value (i.e., district will gain some revenue after paying for newspaper publications and staff time to manage the sale) will be sold to the highest bidder or at auction, eBay, etc., after two newspaper publications of the pending disposition.
- Items with no significant resale value will be sold at a minimal cost or given away on a first-come, first-served basis after one newspaper publication of the pending disposition.

However, the sale of equipment, furnishings or supplies disposed of in this manner will be published in a newspaper of general circulation. The publication of the sale or disposition will be published with at least one insertion each week for two consecutive weeks. Any other disposition may be done in any other manner so with only one insertion in same newspaper. The newspaper publication may include a list of items being sold or disposed of or a notice directing interested parties to the school's website for further information about the pending disposition.

A public hearing will be held regarding the disposal of the equipment with a value of \$5,000 or more prior to the board's final decision. The board will adopt a resolution announcing the proposed sale and will publish notice of the time and place of the public hearing and the description of the property will be in the resolution. Notice of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may dispose of the equipment.

It is the responsibility of the superintendent to make a recommendation to the board regarding the method for disposing of equipment of no further use to the school district.

Legal Reference: Iowa Code §§ 297.22-.25 (2013).

Cross Reference: 704 Revenue
705.1 Purchasing - Bidding
803 Selling and Leasing

Approved 01/1993

Reviewed _____

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