

## DISPOSITION OF OBSOLETE EQUIPMENT

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

Obsolete equipment with a value of less than \$5,000 shall be sold or disposed of in a manner determined by the board, which may include sealed bid, donation to nonprofit group, auction, on-line auction, garage sale, or preset asking price. However, the sale of equipment, furnishings, or supplies disposed of in this manner shall be published in a newspaper of general circulation. The publication of the sale or disposition shall be published with at least one insertion each week for two consecutive weeks. Any other disposition may be done in any other manner with only one insertion in the same newspaper.

A public hearing shall 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 shall adopt a resolution announcing the proposed sale and shall publish notice of the time and place of the public hearing and the description of the property shall be in the resolution. Notice of the public hearing shall 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.

In the case of sealed bids, if the bids received by the board are deemed inadequate, the board may decline to sell the property or re-advertise.

It shall be 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 (2015).

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

Approved: February 25, 1991  
Reviewed: February 25, 2019  
Revised: May 11, 2015