

## 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 \$25,000.00 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 publications and staff time to manage the sale) will be sold to the highest bidder or at auction (in person or online) etc., after two 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 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.

A public hearing will be held regarding the disposal of the equipment with a value of \$25,000.00 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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