

**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 by the superintendent or designee. 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 disposed by a public surplus auction held annually as provided under 297.22 Code of Iowa. The sale of equipment, furnishings or supplies disposed of by public auction will be published in a newspaper of general circulation. The publication of the public auction will be published with at least one insertion each week for two consecutive weeks.

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 as provided under 297.22 Code of Iowa. The board will adopt a resolution announcing the proposed sale and will publish notice of the item (s) 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 the completion of the public hearing, the board may dispose of the equipment. Equipment with a value of \$5,000 or more will be advertised to the public and sold to the highest bid.

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 §§ 24.9; 297.22-.25.

**Cross Reference:** Policy 803.1 Purchasing Policy  
Policy 803.15 Purchasing Authority  
Policy 803.16 Targeted Small Business Procurement Goals

**Adopted:** Unknown

**Modified:** 11/15/21

**Reviewed:** 11/01/21