

Sale or Disposal of **Property**

The Agency shall dispose of property such as equipment, furnishings, supplies or vehicles, when

it is determined that the property is of no further use to the Agency.

The Board authorizes the Chief Financial Officer to determine a value for all property to be disposed. This determination of value will be based on the utility, age, and physical condition of said property.

Disposal of property valued at \$25,000 or more will be made in accordance with Iowa Code 297.22 and may require sealed bids.

Property having a value of less than \$25,000 will be disposed of using any of the following methods determined by the Chief Financial Officer, with a preference of advertising to local school districts first when practical:

- (1) Advertised for sale to local school districts should be considered first.
- 2) Sell using a publicly advertised auction.
- 3) Sell using a garage/yard type sale.
- 4) Sell using a consignment service.
- 5) Sell by getting offers or sealed bids.
- 6) Sell as a trade-in for another purchase.
- 7) Any other procedure approved by the board.

Each such sale or disposal shall be published in a newspaper having general circulation in the agency. Property valued at less than \$100 may be offered to the local school districts at no charge.

Property determined to have no value shall be sold as scrap when possible, recycled, or

disposed in an appropriate disposal facility.

Adopted: 03-02-05

Reviewed: 07-12-17

Amended: 07-27-22