

BUILDINGS & SITES

Series 800

Policy Title Disposition of Obsolete Equipment

Code No. 803.01

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 or property other than real property having a value of no more than \$25,000 may be sold or disposed of in a manner determined by the board. The board will offer for sale such obsolete equipment at public auction or by requesting bids in sealed envelopes. 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 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 unless otherwise required by law. 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.

NOTE: The language in the second and third paragraphs reflect Iowa law regarding the sale of personal property. Boards should add their procedures for disposition of personal property valued at less than \$25,000 in the second paragraph.

Legal Reference: Iowa Code §§ 24.9; 297.22-.25

Cross Reference:	705.01	Purchasing – Bidding
	705.01-R(1)	Purchasing – Bidding - Suspension and Debarment of Vendors and Contractors Procedure
	705.01-R(2)	Purchasing – Bidding - Using Federal Funds in Procurement Contracts

Approved: June 10, 2013

Reviewed: April 21, 2025

Revised: April 21, 2025