

## SAYDEL COMMUNITY SCHOOL DISTRICT

### 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 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 sold or disposed of in a manner determined by the Board. The most economical method will be used, i.e. disposal, recycling, donating, or resale. However, the sale of equipment, furnishings or supplies will be published in a newspaper of general circulation. The publication of sale will be published with at least one insertion per week for two consecutive weeks. Any other disposition may be done in any other manner so with only one insertion in the same newspaper.

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. 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:** June 16, 1997

**Reviewed:** November 2014

**Revised:** November 2014