

## **SCHOOL PROPERTIES DISPOSAL PROCEDURE**

### Real Property

Surplus real property of the district may be disposed in the following manner:

1. The Board shall declare as surplus any real property no longer required to accomplish the mission of the school system. The Board shall vote on whether or not to dispose of the property.
2. If a majority of the Board is in favor of selling the property, Chief Financial Officer will be instructed to notify any other entities (i.e., state or federal agencies) which have any interest in the property and to secure their permission, if needed, for the disposal.
3. The property shall be sold at the direction of the Board of Trustees either by notice and “Bid Advertisement” or through a listing agreement with realtor licensed to conduct business within the boundaries of Sweetwater County School District #1. The property shall be sold or transferred to the party or governmental entity whose bid and/or intended use is in the best interest of the District. Notice of intent to dispose, sell or transfer property shall be advertised at least 20 days in advance of disposition, sale, or transfer in at least one newspaper of general circulation in the county.
4. A sign shall be posted on the property announcing the sale and the phone number of the surplus property official.
5. The Board shall reserve the right to reject any or all bids.

All moneys received from the sale of real property shall be deposited in the general or building fund of the district, as the Board directs.

In all instances, records of the disposal of real property shall be kept permanently.

The Board shall instruct the surplus property officers as to the disposition of any property that is not saleable.

### **Tangible Personal Property**

It shall be the policy of the Board to dispose of surplus or obsolete equipment, materials, and supplies no longer required to accomplish the mission of the school system.

The school or department official responsible for any property, materials, equipment, or supplies appearing on the District’s Fixed Asset Inventory listing or having a value of more than \$500 shall notify the Chief Financial Officer of the desire to dispose of such items.

A notice that such property is considered surplus should be circulated by the business and finance office to all schools and departments to enable them to consider using the property. Any items not suitable for use by the District shall be considered surplus or obsolete.

Disposal of surplus or obsolete items shall be the responsibility of the Superintendent after it is assured that they are no longer of any use to the district.

Surplus items shall be classified and disposed of as follows:

1. Items having no resale value--these may be offered without cost for necessary support of the poor, or for nominal consideration to charitable and civic organizations, or disposed of by the most efficient method, without Board approval.

2. Items having resale value-
  - a. Those having a fair market value of \$500 or less may be disposed of at the most advantageous price by private sale, without advertising and without Board approval.
  - b. Items having a fair market value of more than \$500 shall be advertised for sale, upon Board approval, in a newspaper of general circulation in the county and sold to the party whose bid is in the best interest of the District. The school district shall reserve the right to reject any or all bids.

All moneys received from the sale of equipment, materials, or supplies shall be deposited in the appropriate fund of the district.

Records of the disposal shall be kept and maintained for five years.

Adopted 7/20/77

Revised: 4/10/00; 2/14/05; 7/15/15

LEGAL REF,: W.S. 21-3-111(a)(xv)

Article 16, Section 6 of the Wyoming Constitution

CROSS REF.: DJA/DJF Purchasing Authority/Purchasing Procedures; DJ/DJF – R Federal Purchasing Authority/Purchasing Procedures

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