

SERVICES and OPERATIONS

Section 8 Disposal of Property

The administrator or designee is authorized and directed to dispose of books, furniture, equipment, real estate and other property which is no longer of use to ESU #13. Items which are of little or no value will be discarded or recycled, as appropriate. Items which are discarded remain the property of ESU #13 until no longer within its control. As such, employees are not to pull discarded items from the trash for personal use without express permission of the administrator or designee, and proper payment where determined appropriate.

Items to be disposed of which have more than minimal value shall be sold by private sale, auction, trade-in, or by taking bids and selling to the highest or most responsible bidder. The Board shall approve the sale of any items or related grouping of items which have a value in excess of \$5,000.

The following procedures shall be followed for an auction or when taking bids:

1. The intention to sell shall be publicized, via newsletter, an ESU #13 bulletin board or webpage posting, an NSBA, NCSA or similar association webpage or publication, a newspaper advertisement, or other means suitable to the value and nature of the property.
2. Real estate will be sold to the highest bidder, except that a minimum acceptable price may be established prior to bidding.
3. Items shall in general be sold to the highest offer or highest bidder. However, where the item or related grouping of items which has a value less than \$5,000, preference may be given to, and a lower offer accepted from, buyers within the following order of priority: an ESU #13 member school, another ESU, another political subdivision within ESU #13, a charitable organization active within the ESU #13 boundaries, and another political subdivision.

Items which are offered for sale in an approved manner which are not sold after a reasonable period of time may be considered to have no value and may be disposed of as determined by the administrator or designee and reported to the Board.

Legal Reference:	
Date of Adoption:	December 17, 2019
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