

**SCHOOL PROPERTY DISPOSAL PROCEDURES****School District of Bonduel****BOARD POLICY**

When it is determined that personal property is no longer needed for school purposes or should be exchanged for other property, the following provisions will apply:

1. Property with an estimated value of \$50.00 or less may be donated or given to interested parties on a first come-first serve basis as determined by administration. If no interest is shown the district administrator can give permission to dispose of property.
2. Property with an estimated value of \$500.00 or less may be sold to any party who wishes to purchase the property.
3. Property with an estimated value of more than \$500.00 must be advertised for bids in the official district newspaper.
  - a. Bids must be received in the district administrator's office within 10 days of the date the ad appeared in the paper.
  - b. The advertisement will appear in the paper one time.
  - c. The district reserves the right to reject any or all bids
4. When a new piece of property is purchased to replace property the district has owned, the used property will be traded if the trade-in price allowed appears to be advantageous for the district.
5. Sale of school property will be handled strictly on a cash basis. There will be no credit extended to anyone.
6. All sales of school property will be handled through the office of the district administrator.
7. Sales of real property or personal property with an estimated value in excess of \$5,000.00 will be conducted by school board action on an individual basis

Adopted: November 11, 1979

Revised: October 19, 2015