

**Surplus/Sale/Disposal of Books, Equipment, Supplies**

All unsuitable, obsolete, or unusable property of the district shall, by resolution of the School Board be declared surplus property. The School Board resolution may order the means of disposition of said property. Property to be sold shall be appraised by three real property owners of the school district unless that property is to be traded for other property, destroyed, transferred to another political subdivision, was created as result of an educational program, or is to be sold at public auction of the district; the appraisal shall be filed with the Business Manager. If the property is appraised at less than \$500, it may be sold without public notice. In all other cases, property, including property created as a result of an education program, appraised for more than \$500, the Business Manager shall advertise the property in the newspaper for two consecutive weeks with the first notice being at least 10 days prior to the date of the sale. The notice shall describe the property and give its appraised value. The School Board may, in accordance with Law, donate any surplus property to any other Governmental unit or to any non-profit agency.

Property declared surplus and appraised at more than \$500 in value shall be sold by sealed bid or public auction according to Statute. The district will follow procedures for disposal of surplus property as established in SDCL 6-13.

Legal References: SDCL 6-13-1 through 6-13-13; 13-15-7; 13-24-4; 13-24-9

Revised: December 2002; November 9, 2009