

School Facilities

Acquisition, Use and Disposal of School Property

Acquisition of Property

Real Property - Within one (1) year, prior to acquiring or disposing of real property, the District will have the real property appraised by an certified appraiser in the State of Idaho. The appraised value will be used to establish the fair market value of the property and shall be exempt from disclosure to the public. If the Board is purchasing a site for educational purposes, the site must be located within the District's boundaries.

Personal Property – The District may purchase personal property—when the expenditure of funds will be less than twenty-five thousand dollars (\$25,000). When the purchase of personal property (with the exception of curricular materials) is expected to cost over twenty-five thousand dollars (\$25,000), the District shall comply with the statutory bidding requirements found in Chapter 28, Title 67 of the Idaho Code.

Exception - In the event a purchase must be made prior to Board approval, the Superintendent shall have the authority to make acquisition purchases without advance approval when the purchase exceeds twenty-five thousand dollars (\$25,000) and is necessary to protect the interests of the District or the health and safety of staff and students. The Superintendent shall notify the Board of the necessary purchase as soon as practicable and present the matter at the next scheduled board meeting.

Conveyance of Property

Within one year prior to conveyance, all real and personal property with an estimated value of \$1,000 or greater shall be appraised, and the appraisal shall be presented at a regular board meeting. All appraisals shall be retained by the District pursuant to Policy 8605.

Less than \$500:

Property may be disposed of in the most cost-effective and expedient manner. The Board shall direct the Superintendent to create a process for property disposal.

\$500 to \$999:

The Board may sell personal property, with an estimated value of less than \$1,000, without appraisal, by sealed bid, or at public auction. Notice of the time and the conditions of such sale shall be published once, and proof thereof made, The Board may accept the highest bid, may reject any bid, or reject all bids.

\$1,000 or Greater:

For property with a value of greater than \$1,000, the property may be sold at public auction or by sealed bids, to the highest bidder, as determined by the Board. Property may be sold pursuant to the terms and conditions determined by the Board. The terms and conditions shall not exceed ten years, and the annual rate of interest shall be not less than 7% per annum. Title shall be retained in the name of the District until payment is made in full. Real property shall be transferred at the point of sale under the terms and conditions of the mortgage or deed of trust, as determined by the Board. Notice of the time and the conditions of such sale shall be published twice, and proof thereof made, in accordance with subsections (2) and (3) of Idaho Code § 33-402. The Board may accept the highest bid, may reject any bid, or reject all bids. During the sealed bid or public auction process, no real property of the District can be sold for less than its appraised value. If no satisfactory bid is made and received, the Board may proceed under its own direction to sell and convey the property for the highest price the market will bear.

Donated Real Property

If real property was donated to the District, the Board may, within a period of one (1) year from the time of the appraisal, sell the property without additional advertising or bidding. The Board must have new appraisals made and again publish notice for bids if the sale is beyond one (1) year from the time of the appraisal.

Exchange of Property

The Board may exchange real or personal property for other property provided that one-half (1/2) plus one of the members of the full Board votes and a resolution is duly adopted, authorizing an exchange of real and/or personal property, and determining the transfer or conveyance to:

- A. U.S. government;
- B. City;
- C. County;
- D. State of Idaho;
- E. Hospital district organized under Chapter 13, Title 39, Idaho Code;
- F. Cooperative Service Agency formed pursuant to I.C. § 33-317,
- G. Other School districts;
- H. Idaho Housing and Finance Association;
- I. Public charter school;
- J. Library district;
- K. Community college district;
- L. Recreation district.

Exchange of any real or personal property shall adhere to the appraisal requirements listed above.

Equipment Acquired Under a Federal Award

When it is determined that original or replacement equipment, as defined in Policy 7270, acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or Chief Financial Officer will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

Disposition of equipment is dependent on its fair market value (FMV) at the time of disposition. If the item has a current FMV of \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency. If the item has a current FMV of more than \$10,000, the federal awarding agency is entitled to the federal share of the current market value or sales proceeds.

If acquiring replacement equipment, the District may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

The District will use whatever means available to ensure the highest possible return on any items sold.

Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$10,000 or more have the prior written approval of the federal awarding agency or pass-through entity. The District should request prior approval from the State Department of Education for the purchase or the disposition of equipment purchased with federal funds that have a value of \$10,000 or more.

Legal References:

[I.C. § 33-402](#) Notice Requirements

[I.C. § 33-601](#) Real and Personal Property – Acquisition, Use or Disposal of Same

[I.C. § 67-28, et seq.](#) Purchasing by Political Subdivisions

[I.C. § 74-107\(3\)](#) Records Exempt from Disclosure – Trade Secrets, Production Records, Appraisals, Bids, Proprietary Information, Tax Commission, Unclaimed Property, Petroleum Clean Water Trust Fund

[2 CFR § 200.313\(e\)](#) Equipment. Disposal

[2 CFR § 200.439\(b\)\(2\)](#) Equipment and Other Capital Expenditures

Policy History:

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