

Disposal of District Property

The district shall conduct public sales for disposal of surplus property. Methods of disposal shall include, but not be limited to, oral auctions, sealed bid sales, fixed price retail sales, advertising online (internally or third-party), and/or trade in on new purchases. It is the policy of the district to give government units the first opportunity to purchase surplus property. Other methods of disposal require prior approval from the superintendent.

1. Eligibility

Members of the general public may participate as buyers at public sales. No employee, whether full-time, part-time or temporary, of the district, members of the employee's household and/or the employee's immediate family, or any person acting on the employee's behalf may participate in public sales if the employee has had any role in declaring the item surplus.

2. Conduct of Auctions and/or Sealed Bid Sales

- a. The district shall advertise the date, time, and location of public auction or sealed bid sales. A public invitation to bid shall be available at the district purchasing office one week before an auction or sealed bid sale. The public may inspect property offered for sale at the time and place specified in the public invitation to bid.
- b. The district reserves the right to reject any and all bids regarded as not in the best interest of the district.
- c. All items shall be sold to the highest bidder. All property shall be offered "As Is, Where Is" with no warranty or other guarantee as to its condition or fitness for use. A purchaser or disappointed bidder shall have no recourse against the district or any of its respective officers, employees, or agents. All sales are final.

3. Payment

- a. Full payment must be made on the day of the sale for all purchases.
- b. Payment by personal check for amounts of \$1,000 or less may be accepted, at the absolute discretion of the district, when presented with two pieces of acceptable identification, one of which must be a "photo" I.D. Other acceptable identification may include major credit cards, a valid driver's license, or valid voter's registration card. The district reserves the right, in its absolute discretion, to refuse any tender of payment by personal check, and further, the right to require that payment be made by cash, cashier's check, or money order.
- c. Payment by personal check for amounts exceeding \$1,000 may be accepted, at the absolute discretion of the district, when presented with two pieces of acceptable identification, one of which must be a "photo" I.D. together with a letter from the financial institution upon which the check is drawn guaranteeing payment of the full amount of the check. The district reserves the right, in its absolute discretion, to refuse any tender of payment by personal check and, further, the right to require that payment be made by cash, cashier's check, or money order.

4. Claiming Items Purchased

- a. Items not paid in full by the time specified in the sales terms and conditions shall be canceled and bid security forfeited.
- b. Property paid for, but not claimed within the time specified in the sales terms and conditions shall be considered abandoned and ownership shall default to the state, unless prior approval is obtained by the district.
- c. Title to property sold shall be transferred to the purchaser when full and final payment is made, unless otherwise specified by the district. For vehicles and real property, receipt of payment of the sale price and delivery of key to the purchaser constitutes delivery and possession. Titles to property shall be transferred upon receipt of full payment. If payment is made by personal check, the title shall be released to the purchaser in 14 calendar days, or when the check clears the bank. The district rejects any liability once a purchaser takes possession of property.
- d. Motor Vehicle Division trip permits shall be required to drive unlicensed motor vehicles.

5. Failure to Comply

Buyers may be barred from participation in district sales for the following reasons:

- a. Failure to observe the procedures set forth in the sales terms and conditions;
- b. Payments for purchase or bid security with a personal check which is dishonored by a payer's financial institution;
- c. Failure to claim purchases.