



# Mitchell Technical Institute POLICY

Category	Approval		
Series 400: Fiscal Management	Effective	Administration	Board
	2/22/10	12/4/09	2/22/10
	Revised		For Review
			2020

## SCHOOL PROPERTIES DISPOSAL PROCEDURES

MTI 449

The Institute may sell property that it considers no longer necessary, useful or suitable for educational purposes. No board action is required to sell, trade, destroy, or dispose of consumable school supplies, printed text, or subscriptions. All property sold must be appraised by three real property owners of the school district. The governing board may employ a person or persons licensed by the state to do fee appraisals in lieu of property owners.

Property appraised for less than \$500 may be sold without advertising for bids. Property, including property created as a result of an education program, appraised for more than \$500 will be advertised for sale in the official newspaper for two consecutive weeks, the first publication may not be less than 10 days before the sale. The notice of sale will describe the property to be sold and the time when bids will be opened by the Board. Sealed bids will be filed with the business manager and opened at the Board meeting as specified in the notice.

The Board will sell the property to the highest bidder. However, the board may reject any or all bids.

In lieu of the acceptance of bids, Institute property may be sold at public auction. The auction will be advertised by posting notices and newspaper advertising as described above. Property sold at public auction need not be appraised but the board should establish a minimum price.

The library may discard over-duplicated, outdated, inappropriate or work library materials in accordance with state laws. Such discarded materials may be given to other libraries or to nonprofit agencies, destroyed, offered for public sale or traded to a vendor for future library material purchasing credits.

By law the Institute may also exchange or transfer property to the city, town or county within or partly within its boundaries. The terms and conditions of this exchange or transfer will be determined by the Board and the governing board of the respective jurisdiction.

LEGAL REFS.: SDCL 6-13-1 through 6-13-13  
13-15-7  
13-24-4; 13-24-9