

SURPLUS DISTRICT PROPERTY
*(Urban and Metropolitan Districts and Districts
Located Totally or Partially within St. Louis County)*

Disposition of Equipment Purchased with Federal Funds

Prior to disposing of equipment that is purchased with federal funds, the superintendent or designee will request disposition instructions from the federal awarding agency, if required by the terms and conditions of the federal award. Equipment purchased with federal funds will only be disposed of once the conditions of federal law and the directives from the awarding federal agency, if any, have been met.

Equipment, Books and Materials (Personal Property)

The following procedures will be used for disposing of equipment, books and other materials no longer needed or useful in the Advance R-IV School District:

1. Teachers and other district employees shall report to the relevant building administrator all surplus, obsolete or otherwise unneeded items.
2. Building administrators shall prepare and submit to the superintendent or designee a list of such materials on a periodic basis.
3. The superintendent or designee will determine whether the items can be used elsewhere within the district and, if so, will provide for the transfer of the items to the appropriate location.
4. District property no longer used by the district may be leased or conveyed to a public institution of higher education to be used for the purpose of offering education beyond twelfth grade. Proceeds from the conveyance shall be placed to the credit of the incidental fund.
5. The district may sell or lease personal property for public uses and purposes at an agreed-upon sum to a community group or a city, state agency, municipal corporation or any other governmental subdivision of the state located wholly or partially within the boundaries of the district.
6. Used tires, scrap tires or tire shred may be given, sold or otherwise transferred to any in-state, private entity to be lawfully disposed of or recycled provided the tires are not disposed of in a landfill or burned as a fuel, except in a permitted facility, and the cost incurred by the district is less than the cost the district would otherwise have incurred. The private entity shall pay for the transportation of the used tires it receives.

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7. If not disposed of in accordance with numbers four, five or six above, the property will be sold or leased to the highest bidder.
 - < If leased by bid, potential lessees must submit written proposals for lease terms, and the lease proposal offering the most economically advantageous terms shall be considered the highest lease bid.
 - < A purchase proposal may include contingencies. The purchase proposal offering the most economically advantageous terms shall be considered the highest bid.
 - < If all bids are unsatisfactory, the Board may reject all bids or negotiate an acceptable sale or lease with the highest bidder.
8. Items having no resale value will be disposed of as deemed appropriate by the superintendent or designee.
9. The proceeds from the sale or lease of personal property shall be credited to the incidental fund.

Real Estate Property (Real Property)

The following procedures will be used to sell or lease real estate no longer needed for public school purposes:

1. The superintendent or designee may obtain a real estate appraisal from a licensed real estate appraiser that reflects the fair market value of the property.
2. Real estate may be sold or leased by listing the property with one or more real estate brokers licensed by the state of Missouri and paying a commission upon such sale or lease.
3. The real estate may be sold or leased for public uses and purposes at an agreed-upon sum to a community group or a city, state agency, municipal corporation or any other governmental subdivision of the state located wholly or partially within the boundaries of the district. Notice of the sale must be given by publication in a newspaper once a week for two consecutive weeks, and the last publication must be at least seven days and not more than fourteen days prior to the date of sale. The newspaper must be within the county in which all or a part of the district is located and must have a general circulation within the district.
4. Real estate not sold or leased by either of the methods listed in items two and three must be sold or leased to the highest bidder.

- < The district must give public notice that it is holding real estate for sale or offering it for lease.
 - < The notice must be published in a newspaper once a week for two consecutive weeks, and the last publication must be at least seven days and not more than fourteen days prior to the date of the bid opening. The newspaper must be within the county in which all or a part of the district is located and must have a general circulation within the district.
 - < All bids shall be submitted formally as closed bids and will be opened in an open meeting.
 - < If leased by bid, potential lessees must submit written proposals for lease terms, and the lease proposal offering the most economically advantageous terms shall be considered the highest lease bid.
 - < A purchase proposal may include contingencies. The proposal offering the most economically advantageous terms shall be the highest bid.
 - < If all bids are unsatisfactory, the Board may reject all bids or negotiate an acceptable sale or lease with the highest bidder.
5. The lease or deed of conveyance must be executed by the Board president and attested by the Board secretary. If the district has a seal, it shall be affixed to the deed or lease.
6. The proceeds from the sale or lease of real estate shall be credited to the incidental fund.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented:

Revised:

Advance R-IV School District, Advance, Missouri