

Business Procedures
Series 800

Policy Title: Disposal of Surplus Equipment and Furniture Code No. 816

Policy Statement

Agency surplus equipment and furniture are given, sold, or otherwise transferred, publicly or privately, only with a fair, equal, and competitive opportunity provided to employees and clients.

Scope of Policy

Heartland AEA will advertise any surplus equipment and furniture through a web-based public auction, such as Govdeals.com, in accordance with policy and state law. Items unsold will be disposed by one of the following methods:

- Given to an interested school district or educational non-profit within Heartland AEA boundaries
- Exchanged (or traded in) for an item of equal or greater value
- Sold through sealed bids with two or more interested parties invited to submit bids on the item(s)
- Sold to an interested party where the transaction terms are negotiated in good faith by truly independent persons where neither has any vested interest in the other (i.e., arm's length transaction)
- Given to the State of Iowa General Services Surplus Equipment
- Salvaged for parts
- Destroyed, if determined to have neither intrinsic nor monetary value
- Posted on the Agency website

Accountability

- The chief financial officer or designee ensures that surplus equipment and furniture is disposed according to policy and established procedures.
- Heartland AEA maintains a record of any items disposed.

Date of Adoption: July 9, 1991

Reviewed: 11/10/92, 4/13/21

Amended: 12/8/92, 9/8/98, 6/10/14, 3/14/17, 5/12/2020