

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 transparent process provided to employees, board members and clients.

**Scope of Policy**

Heartland AEA will have two categories of surplus: equipment/furniture and personally-assigned technology devices.

**Equipment & furniture:** Surplus equipment and furniture will be advertised for disposal through an online public auction site, such as GovDeals.com, or coordinated with a vendor that follows the National Institute of Standards and Technology Data Sanitization Guidelines for the buy-back of end of use devices in accordance with agency policy and state law.

**Personally-assigned technology devices:** Staff members and board members whose personally-assigned technology device(s) are scheduled for renewal may, at the discretion of the Agency and contingent upon available resources and technology inventory needs, be offered the opportunity to purchase their assigned device(s). The device(s) may be purchased at the average selling price of similar devices (considering age, specifications, condition, and accessories) recently sold by the Agency through public auction. The average selling price will be based on the last five completed online sales by the agency. If fewer than five similar devices have been sold within the past three months, then an IT supervisor or designee can determine the market price based on sales of at least three reasonably similar devices sold by the agency. Supporting documentation for market (selling) prices shall be retained by the agency.

Unsold items, including equipment, furniture and technology will be disposed of 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 and publishes notice in a newspaper of general circulation.
- Heartland AEA maintains a record of any items disposed.

Legal Reference:

Iowa Code §§ 297.22-.25.

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, 5/10/22, 10/11/22, 4/29/25, 6/10/25