

## **SWCD Guidelines for Disposal of Property**

- 1) If the equipment is obsolete or damaged beyond repair, it may be dismantled, and salvaged for parts. A property destruction form which must be completed and kept on file for such property.
- 2) If the equipment is still in working order, the following steps should be followed:
  - Notice to the general public offering the equipment for sale by sealed bid by publishing the ad in a newspaper of general circulation in either the county in which the equipment is located. If no such newspaper in that county, then published in an adjoining county. The location of the equipment, and the procedure of sealed bids should be included in the advertisement.
  - The advertisement/notice must be published on two separate dates and the sale may not be made until after the 14<sup>th</sup> day after the date of the second publication.
  - Fair Market value should be determined prior to advertising the equipment for sale.
  - After the 14<sup>th</sup> day after the second publication offering the equipment for sale, the district will open and evaluate all the submitted bids/offers for the equipment. \*The district may exercise their option to reject all bids for the equipment, and start the process again.
- 3) The proceeds from the sale of the equipment should be deposited into the account the equipment was originally purchased with. (State, Local or Trust)

***\*\*The highest bid is the winning bid.***