

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE  
Box 688  
Cowley, Wyoming 82420  
POLICIES AND REGULATIONS  
File: DN

**SCHOOL PROPERTIES DISPOSAL PROCEDURE**

**Section 1. Real Property.**

Surplus and/or abandoned real property of the district may be sold in the following manner:

- a. The Board shall vote on whether or not to sell the property.
- b. If a majority of the Board is in favor of selling the property, the district superintendent shall notify any higher authorities (i.e. State or federal agencies) which have any interest in the property and secure their permission for the sale.
- c. The property shall be sold to the highest responsible bidder at public auction or by sealed bid. Such sale to be advertised at least 20 days in advance of the sale in at least one newspaper with circulation in the county.
- d. A sign shall be posted on the property announcing the sale and its date.
- e. The Board shall reserve the right to reject any or all bids.
- f. After either a sealed bid or public auction process, the Board of Trustees may determine that the District did not receive an offer commensurate with the fair market value. They may then list the property with a realtor of their choice.
- g. The Board may convey, with or without consideration, title to real property which is not being used and will not be used by the district to the state or its political subdivisions for public use.

All money received from the sale of real property shall be deposited in the general fund of the district.

In all instances, records of the disposal of real property shall be kept permanently

The Board shall instruct the superintendent as to the disposition of any property that is not saleable.

**Section 2. Equipment, Materials, and Supplies.**

It shall be the policy of the Board to dispose of surplus or obsolete equipment, materials, and supplies no longer required to accomplish the mission of the school system.

Disposal of such items shall be the responsibility of the superintendent after it is assured that the items are no longer of any use to the district.

The Board may convey or otherwise divest, with or without consideration, title to personal property which is not being used and will not be used by the district to the extent not prohibited by Article 16, Section 6, Wyoming Constitution.

The Board may sell to any pupil or parent, at its cost, any surplus books or supplies it has purchased and which such pupil or parent desires to purchase for its own use.

Surplus items shall be classified and disposed of as follows:

- a. Items having no resale value: These may be offered without cost to charitable and civic organizations, or disposed of by the most efficient method, without board approval.
- b. Items having resale value:

1. Those having a fair market value of \$500.00 or less may be disposed of at the most advantageous price by private sale, without advertising and without Board approval.
2. Items having a fair market value of more than \$500.00 shall be advertised for sale, upon Board approval, in a newspaper of general circulation in the county and sold to the highest bidder. The school district shall reserve the right to reject all bids.

All moneys received from the sale of equipment, materials, or supplies shall be deposited in the general fund of the district. Records of the disposal shall be kept and maintained for five years.

Current practice codified 1977  
Adopted: Date of Manual Adoption  
Revised: 8/8/91  
Revised: 3/10/05  
Revised: 5/11/06

Legal Ref.: W.S. 21-3-111(a) (xiv) and (xv); W.S. 21-9-201; Article 6 Section 6 of the Wyoming Constitution