**BUSINESS OPERATIONS**

**Sale or Disposal of Property 4245**

In selling or disposing of property owned by Educational Service Unit 2, the administrator or designee shall be mindful of his/her financial obligation to the taxpayers and shall endeavor to obtain the best price for the property.

Unit property may be sold in a manner deemed by the administrator as most appropriate for the particular property (e.g. taking bids, auction, selling the property for a specified price).

The Board shall take action to approve the sale or disposal of real estate by the statutorily required two-thirds vote of the members before selling it.  Additionally, large equipment, such as vehicles, requires a simple majority approval vote of the Board.

With regard to technical devices – “lifecyle”

Devices are eligible to be replaced after a minimum of three years of service. The department head has the right to keep the device in service for longer.

When a device is retired, there are five (5) options:

1. The device will be kept as a spare. It is recommended all departments have two spares.
2. The device will be sent to a Manufacturer Buyback Program. These programs typically provide device credit towards the purchase of a new device.
3. The device will be sold. The primary user will have the first option to purchase the device. If the device is sold, the sale price will be set as follows:
	1. After 3 years of service, the price will be set to 40% of the original purchase price.
	2. After 4 years of service, the price will be set to 20% of the original purchase price.
	3. After 5 years of service and later, the price will be set to a “garage sale” value, set by the Administrator.
		* + 1. Should the primary user not be interested in the device and should more than one other be interested, the selection shall be by lottery.
4. The device will be sold to a private party. This is subject to Administrator approval, and the Administrator has the final say in the sale price.
5. The device will be recycled as part of the ESU #2 recycling program.

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