



## SALES AND DISPOSALS OF SURPLUS PROPERTY

Southeast Technical College Policy STC 422

### 1. Purpose

The purpose of this policy is to provide guidelines for the sale or disposal of property that Southeast Technical College (STC) determines is no longer necessary, suitable, or useful for the purpose for which it was acquired.

~~All Southeast Technical College (STC) property consisting of land, structures, equipment or other property shall be disposed of as specified by law. Obsolete library books, textbooks and computer hardware and non-licensed software shall be offered to all students free of charge prior to other means of disposal.~~

~~Proceeds from the sale of surplus property must be turned into the STC Finance Office for deposit.~~

~~Employees or their immediate family members may not acquire surplus property unless the property is purchased at a public auction. However, when obsolete library books, textbooks, and computer hardware and non-licensed software are being offered to other students, children of employees may accept these items.~~

### 2. General Statement of Policy

1. The policy of the College STC is to properly dispose of materials, equipment, and real property no longer utilized to reduce insurance, storage, and handling costs, while complying with applicable statutes.
2. Departments and programs at STC will be asked to report surplus property under their control, either during scheduled requests or on an ongoing basis. A consolidated list will be presented for Board Sioux Falls School Board (School Board) approval as required by law. The Finance Office will maintain official records of surplus property and ensure compliance with statutory and grant requirements.
3. Surplus property shall be categorized and managed as follows:
  - a. Internal Transfers – usable items no longer needed may be reassigned within the School District before disposal.
  - b. Low-Value or No-Value Property – items appraised at \$499 or less, or determined to have no resale value, may be sold directly, donated to political subdivisions or nonprofits, recycled, or otherwise disposed of in an appropriate manner.

- c. Higher-Value Property – items appraised at \$500 or more, or originally obtained through federal, state, or other grant funding may have additional restrictions. The Finance Office will research these conditions and proceed accordingly to meet those requirements, which may include advertising the upcoming sale or returning property to the granting agency.
- d. Real Property – if real property is determined to be surplus, it may be sold, transferred, or otherwise disposed of consistent with applicable laws and approval of the [School Board](#).
- 4. Revenue acquired from the sale of surplus property will be categorized as such and deposited to the [College's](#)STC's general fund, unless restricted by grant requirements.
- 5. Employees and their immediate family members may not acquire surplus property except through public auction.

- ~~1.—Electronic Equipment: An administrator must complete a Disposal of Southeast Technical CollegeSTC Property Form and send it to the Sioux Falls School District Purchasing Department whenever computers and electronic equipment become outdated, broken or are no longer repairable. The Purchasing Department will inform STC which equipment is being recommended for disposal. STC will assess the equipment for repair or retention of parts and if approved for disposal will delete the equipment from STC records.~~
- ~~2.—Books and Equipment: An administrator must complete a Disposal of STC Property Form and send it to the Purchasing Department whenever books or non-electronic equipment become outdated or broken or are no longer repairable. The Purchasing Department will prepare an exhibit for the authorizations section of the next School Board agenda. The listed items should not be sold or disposed of until the form has been returned to STC confirming that the Board has acted to approve the request for disposal. The same form will be returned to the Purchasing Department stating the time, date and method of disposal after disposal has been completed.~~
- ~~3.—Internal Transfer: A list of equipment which is usable but no longer needed at STC should be emailed to all other administrators to alert them that items are available. If another site elects to take the item(s), a Property Transfer Form for all items that are subject to inventory procedures must be completed and sent to the Purchasing Department. The list of surplus items also be emailed to the Purchasing Department.~~

~~If STC receives no response to its email, the item(s) must be stored at the building until they are auctioned or approved for disposal.~~

~~Following Board approval, STC or the Purchasing Department is authorized to dispose of the surplus property by the means listed below:~~

- ~~●—Obsolete textbooks, library books or computer hardware/non-licensed software, are first offered to students of STC free of charge. The remaining items will be disposed of in a manner approved by the Purchasing Department.~~

- ~~Non-electronic equipment appraised at \$0 or having no known resale value may be thrown away or given to students at no cost. Obsolete electronic equipment, if disposed of, must be recycled.~~
- ~~Equipment appraised at \$500 or less that have resale value can be sold by the school to anyone except a school employee, a school employee's immediate family members, or the person(s) making the appraisal listed on the Disposal of School District Property Form. A list of vendors interested in purchasing surplus property directly from the schools will be provided by the Purchasing Department, if such names are available.~~
- ~~Proceeds of sales by the schools must be turned into the STC Finance Office for deposit. The name of the person purchasing the item, the amount paid, and the date sold should be recorded on the back of the Disposal of STC Property Form and returned to the Purchasing Department.~~
- ~~Equipment appraised as having value over \$500 must be advertised and sold by the Purchasing Department with proceeds being turned into the STC Finance Office for deposit. Items will be stored at the building of origin until further direction from the Purchasing Department.~~

~~All questions and concerns regarding disposal of property should be addressed to the purchasing supervisor at Central Services.~~

### 3. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

#### Legal References:

##### SDCL

- 1-27-1 Public records open to inspection and copying
- 1-27-1.5 Certain records not open to inspection and copying
- 6.5.1 Transfers of land or property between political subdivisions permitted – Work exchanges – Agreements of governing bodies
- 6-5-2 Gratuitous transfers of property to another political subdivision or nonprofit corporation
- 6-5-3 Resolution for gratuitous transfer of real property – Conveyance
- 6-5-4 Exchange of land with private owner – Appraisal – Public notice and hearing
- 6-5-5 Local governments permitted to lease, sell, give, or otherwise convey real and personal property to other units of government.
- 6-13-1 ~~Determination~~ Disposition of surplus property
- 6-13-2 Appraisal of value of surplus property – Filing of report
- 6-13-3 Improvements appraised separately – Equipment and property not appraised
- 6-13-4 ~~Notice by publication of s~~ Sale of surplus property – ~~Notice~~ - Exceptions
- 6-13-5 Receipt of sealed bids—Sale to highest bidder—~~Reappraisals o~~ Absence of bids -r Pprivate sale
- 6-13-5.2 Sale of government property at public auction or through broker – Offers - Notice

6-13-6	Sale by auction—Notice <del>of</del> <u>by</u> publication
6-13-7	<u>Persons prohibited from purchasing surplus property - Exception</u>
6-13-8	Deposit and credit of sale revenue
6-13-9	<u>Sale of real property under installment contract</u>
6-13-10	<u>Acceptance of bid for installment contract</u>
6-13-11	<u>Board approval of installment contract sales</u>
6-13-12	<u>Full purchase price paid in cash – Execution of deed</u>
6-13-13	<u>Less than full amount of purchase price in cash – Execution of contract for deed</u>
6-13-14	<u>Transfer, license, or sale of computer software – Notice to board</u>

Other References:

South Dakota Bid Law Booklet – Department of Legislative Audit

South Dakota School District Accounting Manual (SAM) - Department of Legislative Audit

Finance Accounting & Reporting Manual (FARM) – National Association of College & University Business  
Offices (NACUBO)

Board Approved:

Policy		Board Action	(formerly 3260)	
adopted:	05-28-68		(formerly DFF/STC	07-01-25)
amended:	05-10-76			
amended:	08-14-95	28225		
amended:	01-12-98	28964		
amended:	06-28-04	33859		
amended:	01-09-06	34304		
amended:	05-23-11	36062		
Regulation		Board Action		
approved:	01-12-98	28964		
revised:	06-28-04	33859		
revised:	01-09-06	34304		
revised:	05-23-11	36062		



## ~~Policies and Regulations~~

### ~~NEPN Code: DFF R/STI~~

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#### ~~Fiscal Management~~

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~~Page 2 of 2~~

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~~6-13-2~~ — ~~Appraisal of value of surplus property — Filing of report~~  
~~6-13-4~~ — ~~Notice by publication of sale of surplus property — Exceptions~~  
~~6-13-5~~ — ~~Receipt of sealed bids — Sale to highest bidder — Reappraisals~~  
~~or private sale~~  
~~6-13-6~~ — ~~Sale by auction — Notice of publication~~  
~~6-13-8~~ — ~~Deposit and credit of sale revenue~~

~~Regulation~~ — ~~Board Action~~  
~~approved: 01-12-98 28964~~  
~~revised: 06-28-04 33859~~  
~~revised: 01-09-06 34304~~  
~~revised: 05-23-11 36062~~