

# **WALLACE COUNTY PERSONNEL POLICIES AND PROCEDURES MANUAL**

## **18.0 CLASSIFICATION, DISPOSAL AND/OR SALE OF SURPLUS PROPERTY**

### **18.1 Purpose**

It is the intent of Wallace County to establish guidelines for the classification, disposal, and/or sale of surplus property.

### **18.2 Classifying Surplus Property**

When elected officials or department heads determine that property under their supervision is no longer needed, they shall present to the Board of County Commissioners a list of such property along with their recommendation for the disposal of listed property.

### **18.3 Disposal for Surplus Property**

The Board of County Commissioners shall make the final determination concerning the disposal and/or sale of surplus property.

### **18.4 Procedures for Sale of Surplus Property**

If the Board of County Commissioners determines that surplus property should be offered for sale, the Board, at a minimum, will publish an advertisement in the classified pages of the official county newspaper one (1) time or on Wallace County, KS Government Facebook Page. The Board of County Commissioners will determine where the property is to be advertised for sale.

All bids for said property will be sealed and delivered to the County Clerk's office, then presented to the Board of County Commissioners for opening at a regular or special commission meeting.

The Board of County Commissioners may accept or reject any or all bids.