

Disposing of Extension Council Property

The extension council is in charge of the county office. Any personal property (i.e., office equipment or machines) owned by the county extension office may be sold or disposed of as the council sees fit. The council may want to adopt guidelines on acquisition and/or disposition of such property. At all times disposing of extension council property must be an open process so that all have equal opportunity.

Options for disposing of personal property:

Public notification by council of intent to dispose of property--notice of sale in newspaper or public posting in county office.

- Sealed bids (statement-right of rejection of any bids)
- Public auction
- Donation

When disposing of property, indicate on equipment inventory, record action in minutes, update insurance list.