



Local Government Property Disposal Procedures

Disposal of Personal Property Worth Less Than \$30,000 (“Small Item” Disposal)

Listed below are the basic procedures required under state law for disposing of personal property (either one item or a group of items) valued at less than \$30,000.

Sale with governing board approval

(G.S. 160A-266(b), -267)

- Step 1 Board adopts a resolution at a regular meeting authorizing an official or employee to dispose of the property by private sale at a negotiated price. The resolution must identify the property to be sold and may (but is not required to) specify a minimum sales price.
- Step 2 Publish notice of sale once in a newspaper of general circulation within the jurisdiction (electronic advertising is not authorized). The notice must summarize the contents of the resolution adopted by the board.
- Step 3 Complete the sale no sooner than 10 days after notice is published.

Sale under delegated authority without governing board approval

(G.S. 160A-266(c))

- Step 1 Board adopts policy authorizing an official or employee to conduct sales. The policy must be designed to secure fair market value for property sold, and may specify that public advertising and board approval is not required. The policy only needs to be adopted once.
- Step 2 The official or employee authorized under the policy negotiates and conducts private sales on an as-needed basis. The official or employee must keep a record of all property sold describing the property, the buyer, and the sale price. Board approval and published notice is not required.

Template resolutions and notices of sale are available on the School of Government’s Local Government Procurement and Property Disposal microsite under “Sample Property Disposal Forms”

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