



## DISPOSITION POLICY

It is the policy of East Georgia Housing Authority Partners, and its member authorities, City of Thomson Housing Authority, City of Warrenton Housing Authority, City of Harlem Housing Authority, City of Crawfordville Housing Authority, that all personal property (property other than land and buildings purchased with Authority funds) that has become worn or damaged beyond economical repair, or that is no longer useful for the original purpose, or that has no use in any of the operating units of EGHAP shall be disposed of as provided herein. Personal property shall not be sold or exchanged for less than its fair value. Personal property of the value of \$1,000 or more which is to be sold to other than a public body for a public use, shall be sold at public sale.

The Executive Director, or a designee, is hereby authorized to award sales of personal property subject to the following limitations:

1. If the estimated sales value of the personal property offered for sale is less than \$500.00 the Executive Director may negotiate a sale in the open market after such informal inquiry as considered necessary to ensure a fair return to the Local Authority. The sale shall be documented by an appropriate bill of sale.
2. For sales from \$500.00 to \$1,000.00, the Executive Director shall solicit informal bids orally, by telephone, or in writing from all known prospective purchasers and a tabulation of all such bids received shall be documented by an appropriate bill of sale.
3. Sales valued at more than \$1,000.00 shall be made only after advertising for formal bids. Such advertising shall be at least 15 days prior to award of the sales contract and shall be by advertisement in newspapers, circular letters to all prospective purchasers, or through online auction services. In addition, notices shall be posted in public places. Bids shall be opened publicly or online through an auction service at the time and place specified in the advertisement. A

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**Crawfordville Property**  
301 Thompson Street  
Crawfordville, Georgia 30631

**Harlem Property**  
140 E. Milledgeville Road  
Harlem, Georgia 30814


**Thomson Property**  
219 Pecan Avenue  
Thomson, Georgia 30824

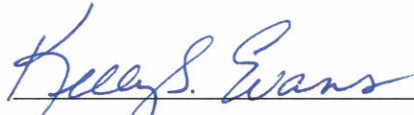
**Warrenton Property**  
PO Box 2  
Warrenton, Georgia 30828

tabulation of all bids received shall be prepared and filed with the contract as a part of the permanent record. The award shall be made to the highest bidder as to price.

4. The sale of personal property to a public body for public use may be negotiated at its fair value subject to prior approval of the board. The transfer shall be documented by an appropriate bill of sale. Personal property shall not be destroyed, abandoned, or donated without the prior approval of the Board. The Executive Director shall make every effort to dispose of excess personal property as outlined above. However, if the property has no scrap or salvage value and a purchaser cannot be found, a statement shall be prepared by the Executive Director listing the prospective bidders solicited and all other efforts made to sell the property, together with recommendations as to the manner of disposition. This statement shall be referred to the Board for its approval. A copy of the Boards approval together with the complete documentation in support of destruction, abandonment, or donation shall be retained as a part of the permanent records.

Adopted this 23<sup>rd</sup> day of Feb., 2016.

  
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Jamie Burnett, Chairman

  
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Kelly S. Evans, Executive Director