

# Crow-Applegate-Lorane School District 66

Code: **DN**  
Adopted: 4/10/89  
Revised/Readopted: 3/14/05; 5/12/14

## Disposal of District Property

The Board may, at its discretion, direct the superintendent to dispose of all outmoded, obsolete, surplus, unwanted and/or excessively damaged equipment and supplies owned by the district through public sale or appropriate means in accordance with the following procedures:

1. The Board will pass a resolution declaring the property surplus;
2. Items estimated by the superintendent to have a value less than \$100 may be disposed of by the superintendent through sale at prices estimated by the superintendent and deputy clerk to be the market value of the item. All sales shall be recorded by item, price and buyer;
3. Property or materials estimated by the superintendent and deputy clerk to have a value of greater than \$100 may be declared surplus and may be disposed of by the superintendent through sale by a bidding procedure. Notification of sale to appear at least once in the district's designated newspaper of record. If public sales fail to produce any interested buyers or bidders, remaining unsold materials may then, at the discretion of the superintendent and deputy clerk, be disposed of as scrap or junk or be donated to appropriate, charitable or educational agencies;
4. Books which are deemed by the superintendent to no longer be of value to the educational process may be disposed of using steps which include sale to students and general public, free dispersal to students and general public, and following completion of the previous steps may be marked "Discard" and deposited to the refuse area.

END OF POLICY

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### Legal Reference(s):

[ORS 279B.055](#)  
[ORS Chapters 279A, 279B and 279C](#)  
[ORS 332.155](#)

### Cross Reference(s):

DID - Property Inventories