

Estacada School District 108

Code: **DN-AR**
Revised/Reviewed: 12/09/92; 12/08/10; 2/10/16;
8/09/17
Orig. Code(s): DN; DN-AR

Disposal of District Property

Categories of Surplus Materials

Materials and equipment may be declared “surplus” by the superintendent and/or designee if they meet any one of the following criteria:

1. Irreparable condition;
2. The cost of the repair is greater than the replacement cost of the object;
3. The item is obsolete in content, style or theme;
4. The item no longer serves the purpose or program for which it was originally intended.
5. Other criteria deemed sufficient by central office administration.

Notification of Surplus Materials to the Central Office

The principal or the supervisor in charge of the cost center where the property to be recommended as “surplus” is located, will notify the superintendent and/or designee in writing, of the surplus property. Notice shall contain:

1. A full description and/or any specific identification marks, if/when available;
2. The current location of the surplus equipment;
3. The reason for the disposal recommendation;
4. Title, grade level and number of any books listed for disposal.

Determining Market Value

1. The superintendent and/or executive director of administrative services will determine the market value of the “surplus” item(s);
2. Items that have a market value of less than \$1,000 may be disposed of in the most cost-effective way possible. This would include: a) offering an item to an interested party at no cost other than associated with its pick up and disposal; b) recycling; c) disposal; or d) sale.

3. Items having an estimated market value of more than \$1,000 will be listed on the district's website and disposed of through legally-appropriate means. The superintendent or business manager may reserve the right to reject any and all offers;
4. Unclaimed/unsold items may be offered without cost to charitable and civic organizations or disposed of by the most cost-effective and legally-appropriate method;
5. The fiscal services coordinator or designee shall maintain a file on all property that has been disposed of.