

Eugene School District 4J

Code: **DN**
Adopted: 11/06/85
Readopted: 4/17/91; 2/18/98; 5/21/14;
9/17/14

Disposal of District Property

The Board delegates the authority to declare equipment, supplies, furniture and other district personal property obsolete and/or surplus when such property is no longer useful to the district, unsuitable for use, too costly to repair or obsolete to the superintendent or designee. Efforts will be made to find other uses for items declared surplus.

The superintendent will develop procedures for the sale, trade, rental or disposal of property that is no longer of use in the district. Funds derived from the sale of personal property will be placed in the general fund. Funds derived from the rental or sale of transportation or maintenance equipment will be placed into the capital reserve fund. Data contained on any electronic device shall be removed by industry standard techniques.

In any case, property shall be disposed of at its depreciated cost or fair market value, whichever is greater. Disposition of district property to parties other than public or private schools may take place through a competitive bidding process or after thirty days written notice is served.

Assets that are fully depreciated and cannot be sold for more than the cost of disposal through a competitive bidding process should be disposed after thirty days written notice in the following order:

1. Students have priority for texts;
2. Other public or private schools;
3. Nonprofit organizations;
4. Recycling companies;
5. Disposal companies.

No items purchased by district funds may be sold or given to employees or private agencies without public notice, with the exception of outdated books.

END OF POLICY

Legal Reference(s):

[ORS 279B.055](#)

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

[ORS 332.155](#)

Cross Reference(s):

DID - Capital Assets