

Glendale School District 77

Code: **DN**
Adopted: 1/9/02
Readopted: 11/16/11
Orig. Code(s): DN

Disposal of District Property

The superintendent may dispose of all obsolete, surplus, unwanted and/or excessively damaged equipment and supplies owned by the district in accordance with the following procedures:

1. Items estimated by the business manager to have a value of less than \$100 may be sold by the business manager at prices estimated to be the market values of the items. All sales by the business manager will be recorded by item, price and buyer;
2. Property or materials estimated by the business manager to be greater than \$100 may be declared surplus and may be sold by the business manager through a bidding procedure. If public sales fail to produce any interested buyers or bidders, remaining unsold materials may then, at the superintendent's discretion, be disposed of as scrap or junk or be donated to appropriate charitable or educational agencies;
3. The Board shall be notified, in writing, by the superintendent of all items to be sold by the district and shall, by Board action, declare appropriate items surplus and place for sale all items with a value of \$100 or more, annually. Items for sale by the district with a value of less than \$100 shall be offered to the staff and patrons of the district and shall be the responsibility of the superintendent to correctly record the sale and account for the sale of the item(s).

END OF POLICY

Legal Reference(s):

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