

InterMountain Education Service District

Code: **DN**
Adopted: 1/19/11
Readopted: 8/19/15

Disposal of ESD 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.

Board policy DN - Disposal of ESD Property, provides the superintendent with the authority to dispose of all obsolete, surplus, unwanted and/or excessively damaged equipment and supplies owned by the ESD in accordance with the adopted procedures of the ESD.

Any items determined to have a monetary value under the surplus property policy shall be brought to the attention of the superintendent or his/her designee. If the monetary value of the item exceeds \$1,000, it must be declared surplus by a resolution from the Board.

The chief financial officer, who will follow policy pertaining to the ESD asset inventory, shall determine the monetary value of surplus items.

Items of a lesser monetary value than \$1,000 shall be disposed of at the discretion of the superintendent or his/her designee. This process will be conducted by: sale, donation, or by discard. Items shall not be discarded if there is a demonstrated value to the ESD or a potential recipient.

Notice of those items to be disposed of by the superintendent shall be posted on the ESD website and shall be distributed on a first come, first served basis in accordance with the wishes of the local district superintendents.

The Board may declare items to be discarded (those with a value in excess of \$1,000), a notice shall be sent to each school district advising them of the availability of the item. Ten days following this notice, the item will be made available to the school district submitting the highest offer. The superintendent may accept offers from local districts below \$1,000 if it is deemed in the best interests of the ESD.

If there are no offers on the item from a local district, it may be sold by public sale, by sealed bid, or by auction. The superintendent shall determine the method of disposal.

If the ESD property was purchased with state, federal or private grant funds, disposal of the property shall be made as outlined in the grant or by state or federal regulations.

END OF POLICY

Legal Reference(s):

[ORS 279B.055](#)

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

[ORS 334.125](#)

EDUCATION, TITLE 34 C.F.R. PART 80 § 80.32(e).

Cross Reference(s):

DID - Property Inventories