

# Lane Education Service District Policy

Code: **DN**  
Adopted: 2/22/94  
Revised/Readopted: 12/11/01  
Orig. Code(s): DN

## **Disposal of Surplus District Equipment and Properties**

It is the intention of the Board that equipment and properties no longer needed, used or wanted by Lane ESD be disposed of in a manner which will benefit the ESD. All disposal procedures shall be conducted in accordance with law.

The superintendent is authorized to conduct periodically a sale of all outmoded, obsolete, damaged or otherwise unneeded and surplus equipment and properties. Sales may be by public sale, by sealed bid or by auction, as deemed in the best interest of the ESD.

Surplus equipment and properties may also be donated to component school districts or to other appropriate educational or charitable organizations when such donations will benefit the programs of those agencies or organizations. ESD funds will not be expended in donating such equipment and properties beyond amounts which would otherwise be expended in disposing of those items.

Equipment and properties which fail to produce any interested buyers or bidders or which cannot be appropriately donated may then, at the discretion of the superintendent, be disposed of as scrap and junk.

In the disposal of surplus ESD equipment and properties, the superintendent shall ensure that procedures are established whereby ESD property records and inventories properly record and reflect such disposal.

END OF POLICY

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Legal Reference(s):

[ORS 279.015](#)

[ORS 279.025](#)

[ORS 334.125](#)

Cross Reference(s):

DID - Property Records and Inventory