

**Lake Oswego  
School District 7J**

Code: **DN**  
Adopted: 5/2/83  
Readopted: 6/08/09  
Orig. Code(s): 8411

**Disposal of District Property**

The superintendent or designee may dispose of all outmoded, 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 director of finance to have a value of less than \$500 may be disposed of by the director of business services through sale at prices estimated to be the market value of the item. All sales by the director of finance shall be recorded by item, price and buyer.
2. Property or materials estimated by the director of finance to be greater than \$500 may be declared surplus and may be disposed of by the director of finance through sale by a bidding procedure. If public sales fail to produce any interested buyers or bidders, such remaining unsold materials may then, at the discretion of the superintendent, be disposed of as scrap or junk, or be donated to appropriate charitable or educational agencies, or as provided above.

If the Board determines that district-owned real property no longer serves the purposes of the district either because of location or need, the property may be exchanged for a more suitably located tract or it may be sold.

Real property to be sold shall be appraised to determine its market value and shall be advertised in widely read newspapers and/or journals. Sealed bids shall be requested. The Board shall reserve the right to reject any or all bids.

END OF POLICY

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**Legal Reference(s):**

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

**Cross Reference(s):**

DID - Property Inventories