

## **Disposal of District Property**

### **Personal Property**

Upon Board approval, the superintendent may dispose of all obsolete, surplus, unwanted and/or excessively damaged personal property (e.g., books, equipment, software and supplies) owned by the district. The business manager will administer the following procedures:

1. Property estimated to have a value of less than \$500 may be sold without bid at their estimated market values.
2. Property estimated to have a value greater than \$500 but less than \$150,000 may be sold by an informal competitive bid process.
3. Property estimated to have a value of \$150,000 or greater may be sold by a formal competitive bid process.

All surplus sales will be recorded by item, price and buyer. For purposes of applying the above procedures, the value for a particular transaction will be based upon the total of all items being disposed, e.g., textbooks will be valued as a set, not individually.

Trade-in allowance is permitted in lieu of the above procedures when it is determined that the trade-in allowance approximates the estimated value of the property.

Property may be sold directly to another municipal organization at the estimated value of the property

If public sales fail to produce any interested buyers or bidders, remaining unsold property may be disposed of as scrap, donated to charitable agencies or junked. In the case of library/textbooks, staff may be allowed to offer books to students or parents prior to disposal.

### **Real Property**

The superintendent may dispose of surplus real property upon approval of the School Board. Real property may be sold via listing with a real estate broker or via a competitive bidding process. The superintendent may also sell or transfer such property directly to another municipal organization subject to School Board approval.

## **Grant-Funded Properties**

All surplus properties identified as having been purchased with federal funds or other grants must follow disposal regulations outlined by the funding agency prior to applying the district disposal policy.

END OF POLICY

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### **Legal Reference(s):**

[ORS 279B.055](#)

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

[ORS 332.155](#)

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

### **Cross Reference(s):**

DID - Property Inventories