

Newberg School District 29J

Code: **DN-AR**
Adopted: 9/11/06
Orig. Code(s): A-6800

Disposal of District Property

Transfer within the District

1. The accountability for property or equipment is the responsibility of the site administrator. The accountable person has the authority to transfer that property anywhere within the site.
2. If the property or equipment is not needed in the site, it can be transferred to other sites within the district. The director of business services will be informed in writing, describing the property, including the tag and asset number. The director of business services will circulate a memo listing the property to determine its need within the district.

Sale

Property that is no longer needed within the district shall be listed and declared surplus by the Board. The director of business services will accumulate surplus property, advertise it and dispose of or sell it. Surplus property will not be offered for sale to district employees or others except when offered to the general public and may not be purchased by the administrator who declared it surplus. Certain large items such as school buses may be advertised and sold on individual basis by the business manager.

Trade-In

The site administrator having the accountability for the property may trade it on replacement equipment if the trade-in amount is reasonable. All trade-in transactions will be reviewed by the director of business services.

Property offered for public sale that is not sold may be declared of no value and discarded.

Transfer to Other Educational Agencies

Non-titled or non-deeded property declared surplus by the Board may be transferred to other educational agencies without being advertised or offered for sale.