

North Santiam School District

Code: **DN**
Adopted: 7/01/96
Revised/Readopted: 6/23/97; 4/20/00; 4/16/15;
6/15/17

Disposal of District Property

The superintendent or designee may dispose of all obsolete, surplus, unwanted and/or damaged equipment that is unrepairable and owned by the district in accordance with the following procedures:

1. Items estimated by the business manager to have a value of less than \$5,000 may be sold by the business manager at prices estimated to be the market value of the items or may be donated for school or cocurricular fund raising purposes;
2. Property or materials estimated by the business manager to be greater than \$5,000 shall be declared surplus by the superintendent or designee and shall be sold by the business manager through a bidding procedure, silent auction, oral auction, auction through electronic or internet means or through state of Oregon surplus property sales;
3. All sales by the business manager will be recorded by item, price and buyer or agency;
4. If public sales fail to produce any interested buyers or bidders, remaining unsold materials may then, at the superintendent's or designee's discretion, be disposed of as scrap or junk or be donated for school fund raising purposes or to appropriate charitable or educational agencies.

A process for providing evidence of items disposed of with a value of less than \$5,000, if not being donated to outside nonprofit agencies or for school fund raising purposes, will be set up by the business manager.

The Board will be notified for the disposal of district property over \$5,000.

If the district 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 332.155](#)

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

Cross Reference(s):

DID - Property Inventories