

## Disposal of District Property

The superintendent may dispose of all obsolete, surplus, unwanted and/or excessively damaged equipment, property or materials owned by the district in accordance with the following procedures:

1. Property (e.g., equipment, furniture, materials, supplies) estimated by the department director, business manager or chief financial officer to have a value of less than \$25,000 may be sold at prices estimated to be the market value of the items, or may be disposed of as scrap or junk, or may be donated to appropriate educational or charitable agencies. All sales by the department director or business manager will be recorded by item, price and buyer;
2. Property (e.g., equipment, furniture, materials, supplies) estimated to have a value equal to or greater than \$25,000 must be declared surplus by the Board and sold through a competitive procedure. The superintendent or designee must approve all dispositions of surplus property in this category;
3. Real property may be declared surplus and authorized for sale by the Board when such property is no longer useful to the district, unsuitable for use, too costly to repair or obsolete. All income from selling surplus or vacant school district real property shall be deposited in the Capital Acquisition and Development Fund to be used for future capital needs in the school district.

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.

The superintendent or designee will develop administrative regulations regarding the conditions and procedure(s) for valuing property (e.g., equipment, furniture, materials, supplies) to be sold through advertising or at a surplus sale, disposing of property by trade-in, and the sale of real property.

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