

**Prairie City
School District 4**

Code: **DN**
Adopted: 10/12/92
Readopted: 06/14/06

Disposal of District Property

The superintendent may dispose of all 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 superintendent and designee to have a value of less than \$100 may be sold by the superintendent at prices estimated to be the market values of the items. All sales by the superintendent will be recorded by item, price and buyer;
2. Property or materials estimated by the superintendent to be greater than \$100 may be declared surplus and may be sold by the superintendent through a bidding procedure. If public sales fail to produce any interested buyers or bidders, remaining unsold materials may then, at the superintendent's discretion, be disposed of as scrap or junk or be donated to appropriate charitable or educational agencies.
3. All property designated surplus will be reported to the Board by the superintendent.

END OF POLICY

Legal Reference(s):

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

Cross Reference(s):

DID - Property Inventories