

**Port Orford-Langlois  
School District 2CJ**

Code: **DN**  
Adopted: 8/8/95  
Revised/Readopted: 6/8/04  
Orig. Code(s): DN/DNA

### **Disposal of School Property**

Equipment and materials that are no longer of value to the school system will be reported to the superintendent prior to June 1 of each year. The superintendent shall have equipment and materials delivered to a central location. The Board will pass a resolution declaring the property surplus. These materials and equipment shall then be offered to the general public. A notice of sales, including a listing of items to be disposed, shall be published in two consecutive issues of the official newspaper. The items shall be available for inspection during regular hours, from Monday through Friday prior to the sale date. The district reserves the right to reject any and all bids or offers.

Books which are no longer of major value to the educational process will be disposed of using the following process:

1. The Board will pass a resolution declaring the property surplus;
2. Notice will be given to the staff that the surplus books are available to them to use in some instructional manner;
3. Those books remaining following step two are made available to students and general public to purchase at a predetermined nominal fee. Such fee will be approved by the Board;
4. Any remaining books will be disposed of in a manner specified by the Board.

END OF POLICY

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**Legal Reference(s):**

[ORS 279.015](#)

[ORS 279.025](#)

[ORS 332.155](#)

**Cross Reference(s):**

DID - Property Inventories