



Disposal of District Property

Disposal of Abandoned, Seized or Non-owned Property

Contracts or arrangements for the sale or other disposal of abandoned, seized or other personal property not owned by the district at the time the district obtains possession are not subject to competitive procurement procedures. The superintendent may select any method of disposal including, but not limited to, donation to a charitable organization.

Disposal of Surplus Property

Surplus property may be disposed of by any of the following methods upon a determination by the superintendent that the method of disposal is in the best interests of the district. Factors that may be considered by the superintendent include costs of sale, administrative costs, and public benefits to the district. The superintendent shall maintain a record of the reason for the disposal method selected, and the manner of disposal, including the name of the person to whom the surplus property was transferred.

1. Governments. Without competition, by transfer or sale to another district department or public agency.
2. Auction. By publicly advertised auction to the highest bidder.
3. Bids. By publicly advertised invitation to bid.
4. Liquidation Sale. By liquidation sale using a commercially recognized third-party liquidator selected in accordance with rules for the award of personal services contracts.
5. Fixed-Price Sale. The superintendent may establish a selling price based upon an independent appraisal or published schedule of values generally accepted by the insurance industry, schedule and advertise a sale date, and sell to the first buyer meeting the sales terms.
6. Trade-In. By trade-in, in conjunction with acquisition of other price-based items under a competitive solicitation. The solicitation shall require the offer to state the total value assigned to the surplus property to be traded.
7. Donation. By donation to any organization operating within or providing a service to residents in the district's geographic area which is recognized by the Internal Revenue Service as an organization described in section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

8. Property with Minimal Value. Surplus property which has a value of less than \$500, or for which the costs of sale are likely to exceed sale proceeds may be disposed of by any means determined to be cost-effective, including by disposal as waste. The district official making the disposal shall make a record of the value of the item and the manner of disposal.
9. Restriction on Sale to District Employees. District employees shall not be restricted from competing, as members of the public, for the purchase of publicly-sold surplus property, but shall not be permitted to offer to purchase property to be sold to the first qualifying bidder until at least three days after the first date on which notice of the sale is first publicly advertised.

Disposal of Property Purchased with State, Federal or Private Grant Funds

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 - Fixed Asset Inventories