



Code: **DN**
Adopted: 1/04/07
Revised/Readopted: 7/15/10; 5/13/15
Orig. Code(s): DN

Disposal of District Property

Disposition

If any building has surplus equipment or material no longer needed the director of business services shall approve the disposition based on the following priorities:

Items estimated at a value of \$999 or less

1. Advise other building managers within the district of the surplus items and coordinate transfer to another building with the district where the item can be best utilized.
2. Trade in the item on the purchase of new equipment.
3. Sell the item through use of:
 - a. the state or local government surplus property system,
 - b. a sealed bid basis upon notification to the public, or
 - c. direct sale, if value is less than \$50
4. Sell or donate material to another public agency as appropriate.
5. If the item is not salable in its present condition, sell for scrap.
6. Dispose of the material.

Items estimated at a value of \$1,000 or more

Property or materials estimated by the director of business to be greater than \$1,000 may be declared surplus and may be sold by the director of business by bid or auction.

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.

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 - Property Inventories