

Disposal of District Surplus Property

All property purchased by or on behalf of the district is the property of the district. This includes items purchased with Parent Teacher Committee grants and other outside funding sources.

Disposal of any district property, equipment, texts or supplies must be accomplished by these procedures:

1. If the district has property that is no longer used, the Request for Disposal of Surplus Items form must be completed describing the property and approved for surplus by the principal.
2. The completed form is submitted to the superintendent for review.
3. If approved by the superintendent, the district staff may dispose of the property in the manner requested.
4. District property may not become the property of district employees or their families/friends except through a competitive public sale.
5. Acceptable methods of disposal are:
 - a. Offering the items to another school within the district.
 - b. Offering the items to another school district.
 - c. Sales open to the general public, including online sales, e.g., Ebay, PublicSurplus.com, advertise on Craigslist, etc.
 - d. Donating to a 501(c)(3) nonprofit, a complete record of the organization's name, address of organization and destination of goods.
 - e. If the item is broken and of no value, then it may be destroyed and disposed of by the school.
6. Technology equipment must have the data purged before disposal. Contact the district's technology coordinator for assistance.
7. Technology equipment that is useable may be donated to a 501(c)(3) organization or recycled through a program such as Oregon E-Cycle Program.

REQUEST FOR DISPOSAL OF SURPLUS ITEMS

Name of Individual Requesting Disposition: _____ Building: _____ Location of Items: _____

Description of Property including Brand and Serial No.	District Tag #	Date Acquired	Purchase Price	Replace Price (1)	Qty (2)	Total Cost of Disposition (1) x (2)	Reason for Disposal Condition of Equipment	Disposal: Please indicate method. Selling: Competitive bid process. Donation: List organization. Other: List means and/or place.
Total Items and Cost of Disposal:								

Required Signatures:

Principal: _____ Date Approved: _____

Technology Coordinator: _____ Date Approved: _____
 (for electronic equipment)

Verified that electronic equipment had data purged.

Superintendent:

Request Approved?* Yes No Date Approved: _____ Approved by: _____

*If denied, recommended action: _____

To Business Office for Archives Date Received: _____