

Rogue River School District 35

Code: **DN**
Adopted: 8/02/77
Readopted: 4/15; 11/21/17
Orig. Code(s): DN

Disposal of District Property

The Board may, at any time, declare district property as surplus and authorize its disposal when such property is no longer useful to the district, unsuitable for use, too costly to repair or obsolete. All sales of district property with a value over \$1,000 shall be approved by the Board in a regularly scheduled meeting. The sale of property with a value under \$1,000 may be authorized by the superintendent.

Once a year, the district may hold an announced sale of surplus items. The site supervisor, who wishes to sell surplus items, shall supply the superintendent with a list of property, which in their opinion should be declared surplus. The superintendent will then evaluate those items and agree or disagree to declare the items as surplus and set an approved price. Disposal of surplus items will proceed as follows:

1. All items will be gathered in one central location.
2. District employees will be invited to review the surplus materials and requisition any item suitable for use in school-connected work. These items will be made available to the other school site at no cost.
3. Any items remaining will be reorganized and the surplus sale shall be advertised in the district's official newspaper and be opened to the public. All items disposed of at this sale will be sold at the appraised price or a price approved by the business manager. Any staff member who wishes surplus items for his/her personal use may purchase them at this time, but will not be given preference to members of the public.
4. Any item not disposed of in this sale will be sold next day to the highest bidder. If reasonable attempts to dispose of surplus properties fail to produce a monetary return to the district, the Board may dispose of them in another manner.

All funds earned through the sale of surplus items will be deposited in the general fund.

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