

## Disposal of District Property

The superintendent may dispose of all obsolete, surplus, unwanted and/or excessively damaged equipment and supplies owned by the district in accordance with the following procedures:

1. Category I - Property or materials estimated by the chief financial officer to have a value of less than \$500 may be sold by the chief financial officer at prices estimated to be the market values of the items. If public sales fail to produce any interested buyers or bidders, remaining unsold materials may then be disposed of as scrap or junk or be donated to appropriate charitable or educational agencies. Any dispositions of surplus property in this category will be summarized by item, price and buyer;
2. Category II - Property or materials estimated by the chief financial officer to be equal to or greater than \$500 but less than \$5,000 may be declared surplus by the superintendent and may be sold by the chief financial officer through a bidding procedure. If public sales fail to produce any interested buyers or bidders, remaining unsold materials may then, at the discretion of the superintendent (or his/her designee), be disposed of as scrap or junk or be donated to appropriate charitable or educational agencies. Any dispositions of surplus property in this category will be summarized by item, price and buyer and reported to the Board;
3. Category III - Property or materials estimated by the chief financial officer to be equal to or greater than \$5,000 must be declared surplus by the Board and sold by the chief financial officer through a bidding procedure. Any dispositions of surplus property in this category must be approved by the Board.

In the case of surplus equipment or vehicles, the superintendent or designee may dispose of such property through a trade-in allowance if:

1. It is determined that the trade-in allowance reasonably approximates the estimated value of the property;
2. The new equipment or vehicles are being purchased under a valid state agency contract to which the district has access; and
3. It is in the best interest of the district to do so (e.g., such a disposal method reduces the administrative costs to the district and minimizes warranty or other risks associated with such disposal).

For purposes of applying the above procedures, the item value for a particular transaction will be based on the total value of all items being disposed of as part of that transaction. For example, a set of textbooks will be valued as a set (not individual books), if disposed of as a set. Furthermore, items grouped to be sold through an auction/surplus property sale but sold as separate items/lots will be valued separately for purposes of the above procedures, not on an aggregate basis.

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

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**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