

Union School District 5

Code: **DN**
Adopted: 1/8/92
Revised/Readopted: 9/8/04
Orig. Code(s): DN

Disposal of District Property

District equipment and materials may be traded or sold to reduce the purchase price of replacement equipment, if it is anticipated the equipment or materials cannot be used to further aid in the educational process.

Sale of equipment or materials shall be by Board approval.

In situations of disposing of surplus property other than books with a majority value of less than \$100, a list of items shall be presented for approval to the Board with a recommended price for each item. Prior to the next Board meeting, the deputy clerk will accept the names of individuals interested in specific items at the noted price. A drawing of names at the next Board meeting is the means to determine the awarding of the purchase in cases of multiple interest. The successful purchaser-applicant shall be awarded the property upon full payment of the agreed purchase price.

Books which are no longer of value to the educational process may be disposed of using steps which include availability to other educational programs, sale to students and general public, free dispersal to students and general public, and following completion of the previous steps may be deposited in the refuse area.

Property with a monetary value of \$100 or over shall be advertised for sale and sold to the highest bidder if the offer is reasonable.

Surplus property remaining following completion of the above steps may be disposed of by the Board in a manner judged to be appropriate.

The decision to dispose of district buildings or real estate shall be made in open public meeting and advertised on the agenda.

Revenue from sale of property shall be returned to the fund from which it was initially appropriated.

END OF POLICY

Legal Reference(s):

[ORS 279B.055](#)
[ORS Chapters 279A, 279B and 279C](#)
[ORS 332.155](#)

Cross Reference(s):

DID - Property Inventories