

# Three Rivers School District

8550 New Hope Rd • PO Box 160 • Murphy, OR 97533

Policy: DN  
Adopted: 1/23/06  
Readopted:

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## DISPOSITION OF DISTRICT PROPERTY

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~~The Superintendent shall develop procedures for property disposition. In general, personal property no longer needed at a district site shall be made available to other sites prior to public disposal.~~

~~Property deemed to be "no value to the district" may be released at nominal or no charge to members of the public upon written permission of the Director of Fiscal and Support Services. "No value to the district" shall mean that the Director of Fiscal and Support Services has determined that its value is less than the cost of disposal.~~

~~Personal property deemed to be "no value to the district" and not requested to be transferred to a nonprofit organization or member of the public, may be discarded or, upon prior written permission of the Director of Fiscal and Support Services, released to district employees without charge.~~

~~Property determined to be of value to the District shall be disposed of as follows:~~

- ~~I. Category I — Property of materials estimated by the Director to have a value of less than \$1,000 may be sold at prices estimated to be the market value of the items. If public sales fail to produce any interested buyers or bidders, remaining unsold materials may then be disposed of as scrap, donated to appropriate charitable or educational agencies, or otherwise disposed of. All sales will be recorded by item, price, and buyer;~~
- ~~II. Category II — Property or materials estimated to be equal to or greater than \$1,000 but less than \$5,000 may be declared surplus by the Director and may be sold through a bidding procedure. 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 and reported to the Board;~~
- ~~III. Category III — Property or materials estimated by the Director to be equal to or greater than \$5,000 must be declared surplus by the Board and sold through a bidding procedure. Any disposition of surplus property in this category must be approved by the Board. In the case of surplus equipment or vehicles, the Director may dispose of such property through a trade-in allowance if:
  - ~~A. It is determined that the trade-in allowance reasonably approximates the estimated value of the property;~~
  - ~~B. The new equipment or vehicles are being purchased under a valid state agency contract to which the district has access; and~~
  - ~~C. It is in the best interests 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.~~

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. Items estimated by the business manager to have a value of less than \$100 may be sold by the business manager at prices estimated to be the market values of the items. All sales by the business manager will be recorded by item, price and buyer;
2. Property or materials estimated by the business manager to be greater than \$100 may be declared surplus and may be sold by the business manager through a bidding procedure. 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.

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 279.015~~

~~ORS 279.025~~

ORS 332.155

ORS 279B.055

ORS Chapters 279A, 279B and 279CORS 332

EDUCATION, TITLE 34 C.F.R. PART 80 § 80.32(e)