

9.05 Sale and Disposal of School Property

- 9.05.01 The Oregon School District recognizes that occasionally items of equipment or supplies may no longer be of use to the district. The Board of Education directs its administrative staff to carefully screen any requests that items be declared obsolete or excess.

- 9.05.02 Budget Holders or the Building principal will inform the Business Manager of any excess property in his or her building that are included on the fixed asset inventory (\$300.00 value and over). The Business Manager will maintain an inventory of such items and circulate it to all school administrators in order to best utilize the property in the school district.

- 9.05.03 Non-utilizable property that is declared excess or surplus will be disposed of in one of the following ways:
 - 9.05.03A By sale, transfer, exchange or other specific action.

 - 9.05.03B By approval of purchases or contracts which include trade-ins.

 - 9.05.03C By donation or discard of old, obsolete, out-of-date, and/or worn-out materials which have no significant use to the instructional program and/or no resale value.

 - 9.05.03D By public auction of items with resale value (e.g. typewriters, obsolete furniture and equipment).

- 9.05.04 If the value of an individual item declared excess or surplus is in excess of \$1000.00, prior approval by the Board of Education for disposal is necessary. The Board of Education will also be notified when the aggregate value of disposed properties exceeds \$2,000.00

Legal Reference: Wi. p State Statutes (120.10(12))

Approved: April 6, 1989