

|| SIULSAW SCHOOL DISTRICT 97J

Disposal of Supplies/Materials/Equipment Procedures

Policy DN states: “The Superintendent or his/her designee is responsible for disposing of unusable, obsolete and/or surplus materials and equipment that have no value for any purposes required of the district. The Board shall approve the method for selling or disposing of large capital outlay items, facilities and real estate.

Any agreement for the sale or disposal of land, buildings and other property rights must have Board approval.”

The procedures to follow in the disposition of District property and bidding are as follows:

1. Staff member determines that property is unusable, obsolete and/or have no value for any purposes required of the district.
2. Staff member completes [Surplus Disposition Form](#) or if the item is equipment with a fixed asset tag, use the [Surplus Equipment Disposition Form](#). Attach or email a photo for any item that will potentially be utilized by another staff member or sold.
3. The completed form is approved by the department supervisor and/or building administrator and is then forwarded to the Business Manager.
4. The business manager or designee will determine the minimum value and add the item to a Google Document. The Google Document will be shared with building administrators and department supervisors. Prior to items being advertised for public sale, a listing will be sent to all staff to determine if the item could be utilized in a different school building, department or classroom.
5. When surplus items become available they will be added to the Surplus Property page of the district website. The listings will be added on the 25th of each month or on the first working day after the 25th. The posting will be listed for 10 calendar days. A posting will also be posted in the lobby of the School District Office located at 2111 Oak Street, Florence, Oregon and may be posted on Craigslist-Oregon Coast. A minimum bid will be listed with a photo of each item.
6. Bids shall be submitted on [this form](#) to the Siuslaw School District Office at 2111 Oak Street, Florence, Oregon. Envelopes should be addressed to the attention of the Business Manager/Surplus Property Bid.
7. The envelope may be hand delivered or mailed to the above address. Bids must be received by 4:30PM on the last day of the bid period.
8. Payments must be received within 5 days of notice from the district of acceptance of bid. Payment must be made by cash, cashier's check or certified check. The date payment is received is the “sale date.” All sales are final. The condition of property sold is “as is” with no expressed or implied guarantee of warranty.
9. Buyers are solely responsible for pick-up and transport of purchased property from district grounds. Property not picked up within 10 calendar days of “sale date” will revert back to the district, with sale proceeds returned to the buyer less a \$10.00 processing fee.
10. Items determined to have zero a value will be disposed of or donated. If the value is under \$25.00 or does not receive a bid, the item may be donated to a local thrift store (Goodwill, St. Vincent DePaul, Habitat ReStore).
11. District property may not become the property of District employees except through public sale.