

DN. Disposal of District Property

1. For items valued over \$5,000.00, the district will follow OAR Chapter 127, Division 10, specifically OAR 127-10-020.
2. For items valued under \$500.00, a sale will be held as often as practical; or items may be donated to a non-profit organization.
3. After the sale is completed, a record of items sold will be forwarded to the District Business Office.
4. Items not sold at the sale will be turned over to a non-profit organization.
5. Exception to Number 2 above:
Items that are not in good working order, or are unlikely to be sold or accepted by a non-profit organization, may be sold to district employees for a nominal fee of not less than \$1.00 (one dollar). A description of the item, reason why it cannot be sold, name of employee who wants to purchase the item, and the selling price of the item shall be forwarded to the Business Office.

Sale of items under Number 5 of this rule shall be approved by the Superintendent or designee.

6. It is Bethel School District's intention that discarded items not sold to the public or Bethel employees will be recycled.