

Northwest Regional Education Service District

Code: **DN-AR**
Revised/Reviewed: 8/28/01; 2/21/17
Orig. Code(s): DN-AR

Disposal of ESD Property

When Northwest Regional Education Service District (NWRES D) equipment is no longer of use it should be offered to other departments.

If the item is of no use to the NWRES D it should be disposed of as follows:

1. Offered to another school district or public agency;
2. Sold within the following guidelines:
 - a. Estimated value under \$1,000 – A reasonable attempt should be made to receive quotes for purchase of the item. If no quotes are received, the items may be disposed of at the discretion of the superintendent;
 - b. Estimated value between \$1,000 and \$14,999 – A reasonable attempt must be made to secure three written quotations. If no quotations are received the item may be disposed of at the discretion of the superintendent;
 - c. Estimated value over \$15,000 – The disposal of any item of value over \$15,000 must be approved by the Board.

An advertisement for bids shall be published at least once in at least one newspaper of general circulation. If it appears more prudent, an exemption from bidding may be used as stated in Oregon Revised Statutes:

“In case of sale of surplus property by a public agency, the number value and nature of the items to be sold make it probable that the cost of conducting a sale by competitive bid will be such that a liquidation sale will result in substantially greater net revenue to the public agency.”

If an exemption is declared or no bids received, items may be sold or disposed of at the discretion of the superintendent.

Questions relating to any of the above procedures should be directed to the executive director of fiscal services.