

Highbury Primary School

Disposal Policy

1. Introduction

- 1.1 This policy has been produced to ensure that equipment with a purchase price above £200, that is surplus to the requirements of the school, is disposed of in a safe, secure and environmental way.

2. Equipment Disposal

- 2.1 Equipment that has residual value may be sold subject to the school's financial guidelines.
- 2.2 Where equipment has limited resale value, consideration should be given to whether it can be donated to any charitable or community project.
- 2.3 If the equipment cannot be reused, then it should be recycled or disposed of in an environmentally friendly way following the Waste Electrical and Electronic Equipment Directive (WEEE Directive). Where possible this should be at a minimal cost to the school.
- 2.4 The disposal of computer hardware must be approved by the headteacher financial regulations and be recorded on the school's inventory. The bursar will be responsible for updating and maintaining the school's asset register.
- 2.5 To facilitate adherence to the above policy all items must be disposed of through using the Asset Disposal Form (Appendix 1).

4. Software Licensing

- 4.1 In general, software purchased by the school is licensed only to the school and software cannot be sold on. All computers and laptops will be wiped to ensure that all traces of licensed software are erased.

Reviewed May 2016

Review May 2019

Highbury Primary School

Disposal of Assets Form

Requester Details

Contact Name

Department & Location

Description of Item

Asset No.

Serial No.

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Description

Manufacturer

Purchase
Date

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Disposal Details

Type of disposal

Date of Disposal

Sale Value

Date of
Purchase

Reason for
disposal

Sale

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Lost

Stolen

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Trade-in

Write off

Buyers Details

Un-repairable

Obsolete

Uneconomic Repair

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Authorisation

Head

Governor

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Date

Date

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Processed by

IT wiped by

Purchasing recorded by

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Date

Date

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