

PARKINSON LANE COMMUNITY PRIMARY SCHOOL

Staffing & Finance Policies

WRITE OFF/DISPOSAL PROCEDURES

- 1 Items for write off/disposal should be listed on the write off/disposal authorisation form, detailing model and serial numbers, where appropriate, a brief description of the item and the reason for write off/disposal.
- 2 The form should be signed and dated by the member of staff requesting write off/disposal and then passed to the Headteacher for authorisation. The Headteacher should be satisfied that the items are to be written off/disposed of and should then enter on the form the method of disposal, eg scrapped, sold, offered via the weekly newsletter, sold by tender (eg useable computers).
- 3 When authorised, the form should be returned to the Administrator for filing with the inventory. The inventory and the insurance should be updated accordingly and the items disposed of as authorised.
- 4 The Headteacher should then inform Governors of the items written off/disposed of and this should be recorded in the minutes of the relevant Governors' meeting stating that Governors have ratified the decision. Details of the items should also be minuted. A copy of the authorised write off/disposal form attached to the minutes should suffice for this purpose.

ITEMS FOR WRITE OFF/DISPOSAL

Number of items	Description	Model number	Serial number	Reason for disposal	Method of disposal

Requested by _____ Date _____ Authorised by _____ Date _____

Notes on sale by tender

- 1 If you have any items that are obsolete for school purposes but still have a residual value or are useable for other purposes you may wish to sell them by tender/bid. The sort of items that generally fall under this category are computer hardware and furniture.
- 2 To sell by tender/bid you need to advertise the items stating what they are and stipulating that tenders/bids should be received at the school office by a specific day, date and time. They should be in a sealed envelope with the item being bid for written on the envelope, eg "Bids for computer to be received at school office by 3pm, Friday 4 October 2013 in a sealed envelope with 'Computer' written on the outside of the envelope."
- 3 You can advertise to whom you wish, parents, staff, other schools etc and it is normal to have the items available for inspection by prospective bidders.
- 4 All bids received should be kept together in a locked filing cabinet until after the closing date and time for receipt of them. The bids should all be opened at the same time by the Headteacher and another member of staff. The highest bid should be accepted and the bidder notified that their bid has been successful. All the bids and any other relevant documentation should be filed together. When payment is received an official receipt should be issued and the receipt number should be noted on the filed documentation so that an audit trail exists to trace the transaction from the original authorisation for disposal to the receipt of payment.

NOTE FOR DISPOSAL OF COMPUTERS

Data removal – where computers are to be sold hard drives should be overwritten via use of specialist software.

- where computers are deemed to be obsolete hard drives should be appropriately disabled in order to render the recovery of any data impossible.**

Advice should be sought from your software support provider.

Headteacher	Date taken to Staff	Chair of Governors
Date		Date 25/11/13
Review Date:		