



---

## St Crispin's School Policy

---

### Assets and Disposals Policy

Version Number	Date Created	Changes or reason for Update	Date Approved
V1	09/2013	New Format	03/2014
V2	11/2015	Addition of eBay account	03/2016

Next Review of this Policy is due Nov 2017



## **INVENTORY**

All items that are of significant value (£500 or more) that are "not fixed", will be listed in the School Inventory of Assets which will show the item's location at the time of recording.

New equipment will be added to the Inventory by office staff on a regular basis.

The inventory will be checked annually – by each department with the signed and dated inventory record passed to the office.

Any item taken home by staff to work with will be recorded in the Off-Site log book and authorised by another member of staff. When the item is returned a member of staff will sign to confirm it has been returned.

## **DISPOSAL**

Items recorded in the inventory whose useful life has expired, will be disposed of on the authority of the Head of Department and the School Business Manager. The date and reason will be recorded in the inventory.

The disposal of any electrical or hazardous equipment will be carried out in line with the procedures set out by the School's refuse collection contractor. The Site Controller will be consulted on disposal of any items.

Furniture or other items of School property (not recorded in the inventory) that are no longer of use to the School will be disposed of safely under the authority of the Headteacher. If the School can sell any items it can no longer use, the income received will go into the main school budget.

For items to be sold via the school's eBay account the following procedure will be followed:

- eBay listings are set-up under the control of the School Business Manager and/or the finance officers with the assistance of the Network Manager.
- A standard school invoice is sent with the goods to be sold and all monies received paid via PayPal directly to the school's imprest bank account.