



GREAT HEIGHTS

ACADEMY TRUST

Achieving excellence together

WRITE OFF & SALE PROCEDURES

1. Items for write off or sale should be listed on the authorisation form, detailing model and serial numbers, where appropriate, a brief description of the item and the reason for write off or sale
2. The form should be signed and dated by the member of staff making the request and then passed to Principal or Senior School Leader / Head of SCITT for authorisation. The Principal or Senior School Leader / Head of SCITT should be satisfied that the items should be written off or sold and should then enter on the form the method of disposal, e.g. scrapped, sold, offered via newsletter, sold by tender (e.g. useable computers).
3. When authorised, the form should be returned to the School Business Manager/Admin staff for filing with the inventory. The inventory, asset register and the insurance should be updated accordingly and the items disposed of as authorised.
4. If the asset to be disposed of has a value greater than £5,000 then this needs approval from the Trust Board. The Principal or Senior School Leader / Head of SCITT should then inform Trustees and this should be recorded in the minutes of the relevant Trust Board meeting stating that Trustees have ratified the decision. Details of the items should also be minuted - a copy of the authorised form attached to the minutes should suffice for this purpose.

Notes on Sale by Tender

1. If staff identify items that are obsolete for school purposes but still have a residual value or are useable for other purposes these can be sold by tender/bid e.g. computer hardware and furniture.
2. This process will be managed by the School Business Manager/Admin staff.
3. To sell by tender/bid items will need to be advertised stating the details and stipulating that tenders/bids should be received at the school office by a specific day, date and time. These should be in a sealed envelope with the item being bid for written on the envelope.
4. Advert will be to an appropriate audience e.g. parents, staff, other schools etc. It is normal to have the items available for inspection by prospective bidders.
5. All bids received should be kept together in a locked filing cabinet until the closing date. The bids should all be opened at the same time by the Principal or Senior School Leader / Head of

SCITT 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.

Please note when disposing of computers:

The IT Lead must be informed of plans to dispose of computer equipment. Hard drives to be disposed of should be overwritten via use of specialist software.

Certificates should be kept on file as evidence of data cleansing.

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

July 2021

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WRITE OFF AND SALE AUTHORISATION FORM

Description of asset:
Model and serial number (if applicable):
Reason for write off or sale:
Method of disposal e.g. scrapped, sold, offered by newsletter:
Value of asset, including description of value calculated:
Destination of asset:
Signature of staff requesting the disposal:
Date:
Approval by Principal or Senior School Leader / Head of SCITT:
Signature:
Date:
Date of Trust Board approval (if asset disposal value is over £5,000):
Date:

UPON COMPLETION THIS FORM IS TO BE PASSED TO THE SCHOOL BUSINESS MANAGER/ADMIN STAFF FOR FILING WITH THE INVENTORY.