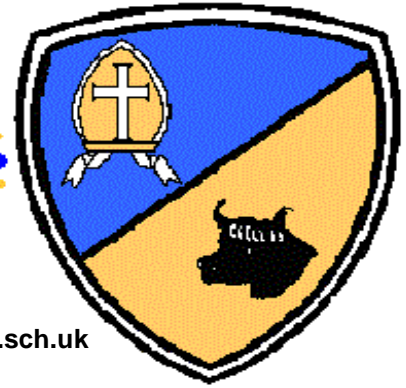


ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



Church Lane
Lowton
Warrington
WA3 2PW
Headteacher Mr S. Hardaker

F 01942 201140
Fax 01942 205048
web <http://saintlukes.wigan.sch.uk>
e-mail enquiries@admin.saintlukes.wigan.sch.uk

Procedure for disposal of obsolete equipment

Date: 2015

Review: 2018

Stock items that are no longer of use within the school can be written off the school asset register for disposal. This Governors Policy outlines the procedures and will be reviewed every three years or sooner if necessary.

Unserviceable equipment not of sufficient value to be recorded in an asset register..

Headteacher can write off

Unserviceable equipment recorded on asset register.

Headteacher completes attached proforma and recommends disposal at Finance and Resources Committee.

Missing assets.

The Headteacher should cause enquiries to be made as to the whereabouts of the missing items. A report should be made to the Finance and Resources Committee.

Where crime is suspected the police should be informed.

A report should be made to the Director of Wigan CYPs, the Council's Section 151 Officer and the Council Insurance Officer. If the item is insured a claim should be instigated.

Disposal Options

Authorisation will be given by the governors for inventory items to be written off or disposed of, having considered the Headteacher's recommendation.

Items may be:

Recycled if appropriate for re use in school.

Offered to CYPs for re use

Can be sold through public auction or competitive tender if of some marketable value.

ICT equipment

Where scrap ICT equipment consists of processors, hard drives, disks etc which contain data covered by the Data Protection Act or information of a confidential nature, the equipment must be disposed of via the LA facility and the appropriate charges paid. (Currently £15 per hard drive).

Proceeds of disposal

Income above £15, derived from the disposal of scrap, surplus and obsolete stock should be paid into the school's delegated budget bank account. Smaller amounts should be paid into the unofficial school fund.



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