**Financial Procedures for Recording the Disposal of Equipment**

All disposals of assets with an original cost of £250, inclusive of VAT, or more must be authorised on an Equipment Disposal Form. This form must be used by all departments and is attached to this document.

This form provides the authority for and must be completed prior to a disposal. There must be at least two signatories to the form.

Where an item with an original cost of more than £250 (inclusive of VAT) and less than £5,000 (inclusive of VAT) is scrapped or transferred to another department, the two signatories must be:

1. the person completing the form;
2. an authorised signatory of the department for the purpose of equipment disposals.

Where an item is disposed of to a member of staff (either for a price or at nil cost), or is sold or given to a third party or has an original value that is in excess of £5,000 however disposed of, one of those two people must be the Vice Provost and Dean of College, Director of Institute or Head of Department as appropriate.

Where an item with an original cost over £5,000 is disposed of, the disposal form must also be authorised by the Head of Financial Accounting, who inform and a copy sent to the Finance Department for the purpose of updating the central fixed asset register. Any proposed sale price for such an item will need to be approved by the Head of Financial Accounting. The Head of Financial Accounting must also approve any disposal to a Dean of College, Director of Institute or Head of Department irrespective of the original price. If the proposed sale is a part exchange to purchase a new asset then the Head of Financial Accounting will notify the Director of Procurement.

For any sale of equipment, once the disposal form has been approved, a sales invoice must be raised by the Finance Department (Income and Credit Control Department). VAT must be added to the price of any equipment sold to a third party, including individuals. VAT is not applicable on inter-departmental transfers. The University [Debtors Policy](http://www.brunel.ac.uk/__data/assets/pdf_file/0005/383837/debt-management-policy-commercial-and-research.pdf), including credit control procedures, will apply to all sales invoices issued. In particular, for any proposed disposal with sale proceeds exceeding £10,000 (including VAT), permission from the Income and Credit Control Department must be obtained prior to any disposal agreement being entered into.

When selling or transferring assets purchased from funds provided by an external sponsor, consideration must be given to the terms under which those funds were given.

Personal Computer hard disc drives, and other storage media, are subject to a disposal protocol in respect of University data. Advice is available from Information Services.

Persons selling or donating items, particularly those of a potentially hazardous nature, have a duty of care to consider potential health and safety implications. [Guidance and contacts](https://intra.brunel.ac.uk/s/Operations/hands/Pages/default.aspx) are available on the intranet.

Once a disposal form has been authorised, the item can be disposed of. Disposal forms must be retained in the department for at least two years after the end of the financial year of disposal.

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| **Brunel University London Equipment Disposal Form** | | | | | | | | | | | | | |
|  | Department: |  | | | | | | | | | |  | |
|  | Equipment description/name |  | | | | | | | | | |  | |
|  | Manufacturer: |  | | | | | | | | | |  | |
|  | Model: |  | | | | |  | Serial no: | |  | |  | |
|  | Year of purchase: |  | | | | |  | Original cost: £ | |  | |  | |
|  | **Reason for disposal:** |  | | | | | | | | | |  | |
|  | Proposed disposal method: | *please tick* | | | *Details (if applicable):* | | | | | | |  | |
|  | To be scrapped |  |  | |  | | | | | | | |  |
|  | To be sold complete section below |  |  | |  | | | | | | |  | |
|  | Part exchanged |  |  | |  | | | | | | |  | |
|  | Other |  |  | |  | | | | | | |  | |
|  | Confirm that due consideration has been given to | | | | | | | | | | | | |
|  | [University's health and safety guidance](https://intra.brunel.ac.uk/s/operations/Pages/default.aspx) | |  | |  | | | | | | | | |
|  | If to be sold, please state: |  | | | | | | | | | | | |
|  | To whom the item has been sold |  | | | | | | | | | |  | |
|  | Contact details for invoicing |  | | | | | | | | | |  | |
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|  | Proposed sale price £ (net of VAT) |  | | | |  | | | | | |  | |
|  | subproject and account code |  | | | | | | | | | |  | |
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|  | Approval for Disposal: |  | | | | | | | | | | | |
|  | Proposer |  | | | | | | Date | |  | |  | |
|  | Authorised |  | | | | | | Date | |  | |  | |
|  | Where the asset originally cost over £5,000 approval by the University Head ofFinancial Accounting is also required and a copy of the form should then be passed to the Finance Department. | | | | | | |  | |  | |  | |
|  | Approval by Head of Financial Accounting: | | |  | | | | | | | |  | |
|  |  | | | | | | | | Date | |  |  | |
|  | Copy passed to Finance Department |  |  | | | | | | | | | | |
|  |  |  |  | | | | | | | | | | |
|  | Fixed Asset Register updated: |  |  | | | | | | | | | | |
|  | Date: |  |  | | | | | | | | | | |

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| **Supplementary Disposal Form for High Volume (>5), Low Value Items, Total Original Costs Exceeding £250 inclusive of VAT** | | | | |
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| **Department:** |  |  |  |  |
|  |  |  |  |  |
| **Number** | **Description** | **Year of Purchase** | **Original Cost** | **Serial Number (if applicable)** |
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|  | Total |  |  |  |
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| Note - this form is intended for use when items of large volume but low value and original costs are being disposed of, the total original cost to be included on the main Equipment Disposal Form | | | | |
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Review date July 2023