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# OWLS Academy Trust

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## WRITE OFF/ASSET DISPOSAL POLICY & PROCEDURE

Adopted by The OWLS Academy Trust on	
Next Review Due	Autumn annually

## **PROCEDURE**

1. Items for write off/disposal should be listed on the write off/disposal authorisation form, detailing model and serial number, 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 (e.g. scrapped, sold/offered via the weekly newsletter, sold by tender (if usable computers for example)).
3. When authorised, the form should be returned to the Business Manager 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 Governor's 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.

### **Schools Using an online Inventory/Asset Tracking Tool**

Asset Tracking Tools (for example Parago) offer a facility for tracking the disposal of assets that have previously been recorded on the tool. This may be used to provide appropriate records of:

- Request / proposal to dispose
- Reason for disposal
- Method of disposal
- Date of disposal
- Authorisation for disposal
- Report produced for Governors to enable compliance with step 4 above.

This system may be used as an alternative to the above procedure, but the authorisation for the disposal should be actioned by the SBM or the Head Teacher, and the same person should not be both initiating and authorising the disposal on the system unless the disposal is also documented using a write off / disposal form.