

# Margaret Roper Catholic Primary School



## DISPOSAL & WRITE OFF POLICY

## PROCEDURES

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 Finance Officer 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.

This Policy will be reviewed by the Finance Committee on a 2-year cycle and must be signed by the Chair of Governors and Headteacher.

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| Policy Reviewed:                 | Autumn Term 2021          |
| Next Review:                     | Autumn Term 2023          |
| Signature of Chair of Governors: | Signature of Headteacher: |