



Davies Lane Primary School, Davies Lane, Leytonstone, London, E11 3DR.
Company Number: 10234376

WRITE OFF / ASSET DISPOSAL POLICY AND 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 Head of School for authorisation. The Head of School should consult with the Finance Director before authorisation is given. The Head of School 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 School Business Manager / 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 Head of School should then inform the Local Governing Body 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.