

**University Of Bath**

**High Value (25K+) Equipment Disposal/Movement Form**

|   |  |
|---|--|
| Department:   |  |
| Name of person requesting authorisation to handle the following piece of furniture/equipment from campus: |  |

|   |               |  |                  |
|---|---------------|--|------------------|
| Description (inc make or model):  |               |  |                  |
| Asset Number (if applicable):   |               |  |                  |
| Serial Number:  |               |  |                  |
| Estimated Value:  |               |  |                  |
| Dates required: From  |               | To:  |                  |
| Equipment to be (tick):   | Scrapped      | Sold   |                  |
|   | Part Exchange | Moved to   |                  |
| Reason:   |               |  |                  |
| If Sold/Part Exchanged To Whom:   |               |  |                  |
| Proposed sale price (net of VAT)<br>NOTE: VAT must be added to any sale price |               | Net £  | VAT £            |
|   |               | Gross £  |                  |
| Confirm that health & safety risks have been considered:                      |               | Confirm that a safety assessment has taken place | By:              |
|   |               | Department Asset Register updated:               | Signed:<br>Date: |
| Signed:   |               |  |                  |
| (print name)  |               | Signature & Date                                 |                  |
| Head of Department:   |               |  |                  |
| (Authorised)  |               | Signature & Date                                 |                  |

|   |  |
|---|--|
| <b>Assets over £25k</b>   |  |
| Where the asset originally cost over £25k, approval by the University Purchasing Manager is also required. Copy of this form should then be passed to the Finance Office. |  |
| <b>University Purchasing Manager</b>  | Date   |
| Passed to Finance office  | Please initial to confirm completed by Purchasing services |
| <b>Finance Office Only</b>  |  |
| Date of receipt of form   | Asset Register updated                                     |
| By:   | Date   |

A copy should be retained in the Faculty, School or Department Office and by the member of staff.

NOTES: (1) The copy of this document held by the member of staff named above should be available on demand by a Security Officer or any other University Officer. (2) University equipment is insured by the University whilst off-site. However, the policy will not cover losses involving theft from unlocked premises, or any loss from vehicles. The security of the equipment is the responsibility of the member of staff named above at all times. (3) The University Equipment regulation can be found at [Equipment Policy \(bath.ac.uk\)](http://bath.ac.uk/EquipmentPolicy) All equipment purchased or rented by the University and made available to any individual member of staff in the course of their work remains the property of the University, and should be used solely in connection with work for the University.