**THE UNIVERSITY OF HUDDERSFIELD DISPOSAL POLICY AND PROCEDURE**

This policy and procedure is intended for the practical guidance of those wishing to dispose of obsolete and redundant equipment.

It reflects the Financial Regulations of the University (Section 21:7 Assets Disposal Page 39) but is not intended to re state them.

Document revised February 2017.

**DISPOSAL OF OBSOLETE AND SURPLUS EQUIPMENT**

**POLICY**

Where possibly all equipment which is obsolete or surplus to requirements in Schools and Services should be offered for re distribution within the University.

Anyone identifying such equipment should notify by e-mailing Central Procurement giving the details and quantities of the said equipment. The Central Purchasing Office will advertise the obsolete or surplus equipment on the University website from which Schools and Services can request equipment to be transferred to them. The School or Department identifying the equipment will be responsible for ensuring that the equipment is removed off their local assets register and forward details on with the equipment should the receiving School or Department wish to put the equipment on to their LAR.

Where redeployment is not an option the purchasing team will issue instructions to the School or Service to dispose of the item in the most appropriate way.

All IT equipment should be notified directly to the Computing Officer in charge of disposals (Ext 3665) within Computing and Library Services who has in place re-cycling schemes for the disposal of such equipment.

The University also has in place with Hills Office Furniture a recycling scheme for furniture further details can be obtained from the procurement website or from Procurement Services.

Under no circumstances must equipment be sold outside the University to third parties or members of staff before consulting with the Head of Procurement. In the case of electrical equipment no sales will be made by the University.

If it is decided that equipment is to be sold then a market value for the item must be sought from the Head of Procurement and advertised for sale through the University website.

There is a responsibility placed on the seller under “The Sale of Goods Act” so people should consult with Procurement, Legal Services and Health and Safety before goods are sold and where appropriate disclaimers will be issued with the equipment at the point of sale.

Payments must be received for all items of equipment prior to their removal from University premises.

Items not redeployed or sold will be disposed of in an environmentally safe and proper manner guidance should be sort from the University’s Directorate of Estates and Facilities with the exception of IT equipment which must be notified to the Computing Officer in charge of Disposals in Computing and Library Services.