



Fixed Asset Disposal Policy and Procedure

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Related Policies & Procedures	Financial Regulations Data Protection Policy

1. PURPOSE AND OVERVIEW



3.2 Disposals of a



- 3.8 Any conditions of the funding used to originally purchase the asset must be satisfied on disposal.
- 3.9 Some Fellowships state that equipment bought by the fellowship can be transferred if the



Appendix 1 – Fixed Asset Disposal Form

Item to be disposed of *(please list multiple items on separate forms)*:

1. Asset name/description		2. Year of purchase	3. Original cost	4. Original project code	5. Proposed sale price
6. Was VAT zero-rated on original purchase(s)?				Yes	No
7. What was the project code that funded the asset originally?					
8. Will the item be:					
Scrapped		Donated to partner organisation or other charitable purpose		Sold	Part exchanged
9. Why is the item being disposed of?					
10. Sale price <i>(sales within UK may be subject to VAT)</i>					£



Appendix 2
DISCLAIMER