

Financial Procedure Note:

Sale and Donation of Redundant / Surplus Assets

Financial Services Management Group, March 2017

This Financial Procedure Note outlines when surplus assets may be donated or sold to a third party and the accompanying process.

Exclusions

The following items MUST NOT be donated or sold to a third party:

- i. Any item that is not fully owned by the University of Exeter.
- ii. Any item that has been (or should be) decommissioned as not meeting regulatory or other requirements. Examples include any equipment that exceeds vibration levels, has missing or damaged guarding, has stop controls that do not meet current legal compliance or equipment that has missing parts.
- iii. Any item that has held data.
- iv. Any item that is not fully functional or has known defects (unless being passed to a recognised repair company).
- v. University of Exeter branded items (where branding cannot be removed prior to donation/sale).
- vi. Any item that is damaged or soiled (unless being passed to recognised upholsterer or authorised repair company).
- vii. Any laboratory equipment that can be utilised for illegal purposes¹.
- viii. Any equipment which requires a manual which cannot be located.
- ix. Any asset which is sold for the purpose of destruction e.g. furniture for firewood.

Recipients

- Staff and students are not eligible to receive any surplus assets other than used stationery.
- Donation can only be made to an approved partner.
- High risk items may only be sold to authorised organisations.

Process

The following must be completed:

- **Authorisation:** Authorisation of the sale / donation must be obtained. It is the responsibility of the department managing the transaction to maintain records of authorisation and the associated transaction, should this be required by any future internal audit. The seniority of the person authorising the transaction depends on risk and value. The realisation of asset value of any medium or high risk items should be considered prior to donating items.

¹ Guidance can be provided by the Safety, Health and Wellbeing Team.

- **Terms and Conditions:** Signed Terms and Conditions must accompany the sale / donation.
- **VAT:** It is the responsibility of the College/Department to account for VAT with the support of the Financial Services team.
- **Income recipient:** Any income raised by the sale of surplus equipment should be returned to the budget centre that made the purchase. Where this does not exist, the funds should be returned to the central budget.
- **Condition Checklist²:** Checklist must be completed confirming the functionality and visual inspection i.e. cleanliness, wear and tear, etc.

| Risk Level ³ | Types | Value of original item | Authorisation | Additional Action |
|-------------------------|--|------------------------|----------------|---|
| Low | Static items Stationery Furniture (no moving parts) | <£500 | Manager | None |
| Med | As low (above) Furniture (with moving parts) Electrical items not specified in "high risk" | £500-£1000 | Senior Manager | Photograph before moving the item |
| High | Equipment requiring specific calibrations Gym equipment Laboratory equipment Fridges and Freezers Items that require dismantling prior to removal Items destined for overseas Items that require refurbishment or repair | >£1000 | Director | Any Special Contract Terms to be inserted for this type of sale. Manuals, service and maintenance records, etc. must accompany the sale / donation. Indicate whether any training is required to operate the item. All laboratory equipment must have been contained in accordance with the decontamination procedure. |

² To include reference to repair required

³ A risk assessment should be carried out for each of these risk levels.