# 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** *(sales within UK may be subject to VAT)* | | | | | | | | | £ | | | | |
| **11. How was the sales price determined and how was the buyer selected?**  *Please attach supporting documentation for the sales price* | | | | |  | | | | | | | | |
| **12. How is payment to be made?**  *Goods must not be handed over to a purchaser until payment has been received* | | | | |  | | | | | | | | |
| *Once this form has been approved, an invoice (including disclaimer) should be raised on Agresso Self Service.* | | | | | | | | | | | | | |
| **13. What project code is to be credited with the income:** | | | | | | | | |  | | | | |
| **14. Is the buyer a School employee or former employee?** | | | | | | | | | Yes | | | No | |
| **15. Has IT Services removed any data or software?** | | | | | | | | | Yes | | | No | |
| **16. IT Services confirmation:** | | | | | |  | | | | **Date:** | |  | |
| **17. FOO/Head of Professional Services authorisation of disposal:** | | | | | |  | | | | **Date:** | |  | |
| **18. Name and address of purchaser:**  *Not required for multiple sales to School staff* | | | | | |  | | | | | | | |
| **If the asset is to be sold or transferred to another organisation *and* was originally purchased with research or HEFCE/UKRI grant funding, then the ROO Finance Manager or Deputy Finance Director respectively must confirm that there are no conditions preventing disposal or transfer:** | | | | | | | | | | | | | |
| **19. Grant approval:**  *(Research grants by ROO Finance Manager. HEFCE/UKRI grants by Deputy Finance Director)* | | | | | |  | | | | **Date:** | |  | |
| **20. Finance Director approval:**  *(items originally bought for over £100,000 only)* | | | | | |  | | | | **Date:** | |  | |
| ***Completed form to be returned to Deputy Finance Director*** | | | | | | | | | | | | | |

## Appendix 2

## DISCLAIMER

In accepting the Asset detailed in the Asset Disposal Form to which this form is appended, and in consideration for the transfer of ownership and possession of the Asset, the Buyer accepts and assumes all financial and other obligations linked to the Asset, its ownership and possession in any way. To the fullest extent permitted by Law, from the moment of the effective sale, the Seller shall not incur any liability or responsibility to the Buyer towards the Buyer or any third party arising out of or in any way connected to the Asset.

In no event shall Seller be liable for lost profits, special damages, consequential damages or contingent liabilities arising out of or connected in any manner with this Agreement or the Asset, which is provided “as-is” and with no specific warranties as of its status, nature or fitness for any purpose.

The Buyer shall defend, indemnify and hold harmless the Seller and its affiliates, and their respective officers, directors, employees, students and agents, from and against all claims, liabilities, demands, damages, expenses and losses(including reasonable attorneys' fees and expenses) arising out of or connected with (i) any manufacture, use, sale or other disposition of the Asset, or any other related products of the Buyer, by the Buyer or any other party and (ii) any breach by the Buyer of any of its obligations arising as a result of its ownership of the Asset.