**…………………………………. School**

Inventory and Related Procedures

General

The inventory is a record of all individual items/equipment valued at over *£000* and all ICT and electrical equipment irrespective of value. Any item deemed by a member of staff to be worthy of listing in the inventory may also be listed irrespective of value. All ICT equipment is security marked *when purchased* and any other equipment where deemed appropriate.

The inventory at ………………… school is an *excel spreadsheet* that records all relevant purchases on an ongoing basis. It also records disposals and reasons and authorisation for doing so.

A stock take, independent check and verification will be carried out on an *annual basis*. The stock take will be carried out by *any willing member of staff and coordinated by the Office Manager*.

Disposals of items recorded on the inventory

Any disposal must be agreed and authorised by the Headteacher using the disposal form to record the details. The Inventory should be updated with the disposal information and the completed disposal form kept in the inventory file.

If the estimated disposal value of an item is less than £100 then the Headteacher has the authority to dispose of it safely and in an appropriate manner, with due regard to any data protection issues. All sales must be “sold as seen – buyer collects”.

Prior approval by the Governing Body is required where:

* The estimated disposal value is above £100.
* The sale is to a Governor or an employee of Suffolk County Council or their relative.

A list of items with an individual disposal value of more than *£50* which have been disposed of will be presented to Governors in the end of year finance report.

The income generated from any disposal sale should be banked to the school budget or school fund as appropriate.

Loan Equipment

The school loans equipment to staff from time to time. Loan equipment is all recorded on the inventory which why a loan form is required to account for the equipment location at any given time.

General Loans

A loan of equipment form must be completed and authorised prior to any item leaving school premises. Once the loan item is returned it should be signed back in using the original loan form. The person borrowing equipment should be made aware that they will be wholly responsible for item whilst signed out.

Loan Laptops

The school has a number of laptops that are loaned to teaching staff for the duration of their employment at the school. Teaching staff should sign *the loan laptop* form to say they accept responsibility for it. When they leave the employment of the school the laptop should be brought back in to school and its return signed for using the original loan form. Any changes to equipment loaned would require a new form to be used.