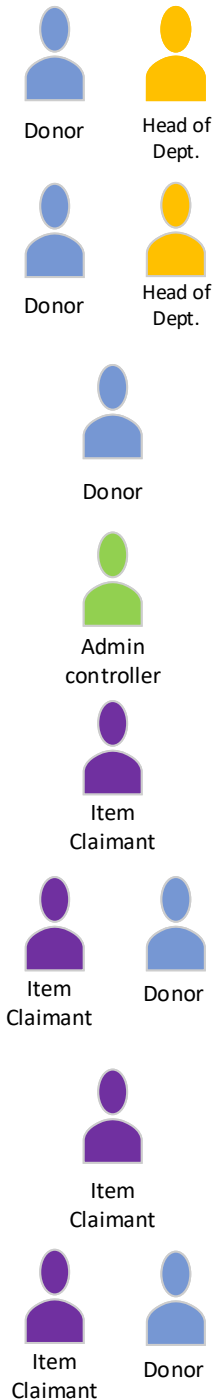
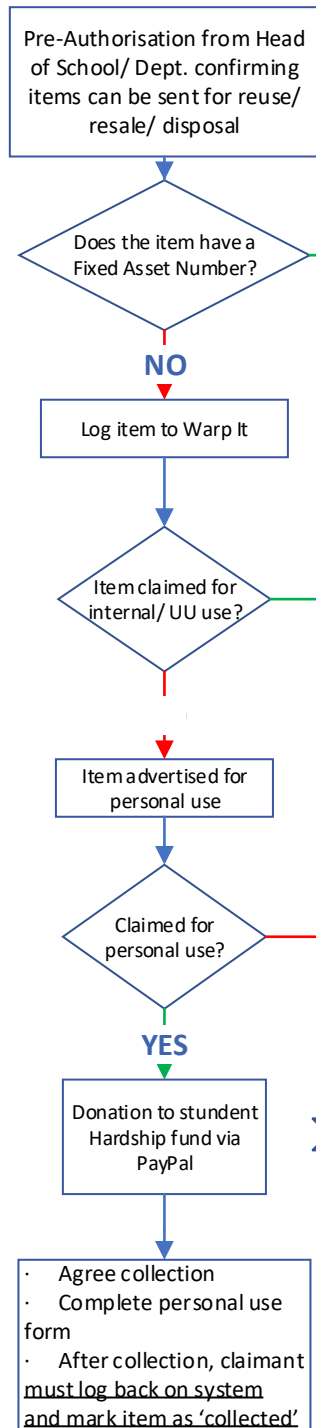


Responsibility



Process



Related Procedures

Contact Procurement to arrange resale/auction

Claim item via Warp It and log Planon porter request to transfer asset from Donor to Claimant

Log Planon request for waste disposal.
**Note: disposal of specialist equipment/ furniture remains a departmental responsibility*

Records

Pre-authorization email



Personal use

Guidance

Items

The faculty/department is responsible for ensuring that quality furniture is retained and only old, obsolete and redundant items are logged to Warp It

Fixed Asset Register

These are redundant items that still retain value and as such should be resold/auctioned. Such items are treated as obsolete in accordance with the university's FAR procedure.

Internal/ university use and personal use

Items identified as surplus/ obsolete will be redeployed on Warp It.

If item not claimed on warp-it for internal/ university use then item may be made available to be claimed for 'personal use'

A 'personal use' form must be completed, which should be shown on collection of item. Copy of form must be retained by Donor and Claimant for audit purposes.

When items claimed for either internal/ university use or personal use have been collected, the claimant must log back into the Warp It system and mark the item as 'collected'

Personal use donation

A nominal fee will be charged for items advertised for personal use. The fee will be donated to Ulster University Student Hardship Fund.