

## **Inventories and Disposals**

### **Background**

In accordance with Financial Regulations, Heads of Schools/ Directorates are responsible for maintaining inventories for all plant, equipment and furniture in their Schools/ Directorates with a value in excess of £5,000 and any subsequent disposals thereof.

### **Inventory Spreadsheet**

The following information should be recorded on an inventory spreadsheet:

#### **Items Purchased or Gifted to School/ Section**

- Asset Number - A unique reference number
- Date Received
- Order Number
- Serial Number
- Suppliers Name
- Location of Item - Building and room number
- Description
- Chart of Account (C of A) Number - Ledger codes where the invoice is coded to.
- Cost

In the majority of instances this will be the total of the suppliers invoice. However in circumstances where the University is able to recover the input VAT, the Net figure will be the one to use.

#### **Disposal of Items**

- Date of Disposal or Obsolesce
- Scrapped Y/N – used to distinguish where sales proceeds have been received
- Name of new owner
- Sales Proceeds
- Chart of Account (C of A) - Ledger code where receipts were allocated

Where an item is sold, details of the sale must be forwarded to the Financial Accounting section along with the following information.

- School/Directorate
- Details of item sold including asset number
- Name & address of purchaser
- Sales proceeds
- School/ Section authorisation for sale

### **Equipment Tagging**

Additionally, items of equipment should be tagged with its asset number from the inventory and stamped with a mark identifying the asset as the property of the University of Aberdeen.

The rationale for this is:

- a) there is no facility to track fixed asset additions, disposals, and movements and;
- b) asset tagging is a deterrent to theft and can help identify assets if stolen property is recovered.

In the case of PC's departments should use the tag number supplied by IT Services.

**Important Notice:****Account Codes**

*The following are the only account codes that can be used when purchasing items to be included on the inventory, unless the item forms part of a capital project included in the capital programme.*

<b>Account Code</b>	<b>Description</b>
4601	General Equipment
4602	Office Equipment
4603	Computing Equipment
4604	Laboratory Equipment
4605	Disabled Accessibility Equipment

**Physical Check**

In accordance with the Financial Memorandum agreed between the Scottish Funding Council and the University, a member of the Finance and Procurement section may carry out a physical audit. Both External and Internal Auditors will also carry out random compliance checks as part of their departmental visits.

Departments will be required to submit a copy of the inventory by the tenth working day following the end of the financial year.

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