

**Equipment Disposal Form**

Name of Disposer: \_\_\_\_\_ Department/ Owner: \_\_\_\_\_

Equipment description/ Name: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Serial No: \_\_\_\_\_ Year of Purchase: \_\_\_\_\_

Original Cost: \_\_\_\_\_ Estimated Cost at time of sale/ Disposal: \_\_\_\_\_

Reason for Disposal: \_\_\_\_\_

Proposed Disposal Method:

*Please Tick*

- To be scrapped
- To be sold
- Part Exchanged
- Other


*Details:*

Details of the party taking ownership of the equipment (*the Buyer*):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Proposed sale price (Excluding VAT): £ \_\_\_\_\_

*Please note VAT must be added to any sale price*

Invoice Number/ Payment Ref Number: \_\_\_\_\_

Department Asset Register Updated (if applicable)

By (Sign and Print):

Declaration: By approving the disposal of this equipment I can confirm that I have read and understood the University's *Policy for the Disposal of Waste, Surplus Supplies and Redundant or Obsolete Equipment*. By signing this disposal form I am confirming that the disposal is compliant with this policy.

Disposal Approval

Disposer (sign, print and date):

Authorised by (sign, print and date):

Note: the disposal must be authorised by your Head of School or Department

Assets over £5k

Where the asset originally cost over £5k, approval by the University Procurement Manager is also required.

University Procurement Manager (sign, print and date):

### **Terms of Conditions of Sale**

1. These terms and conditions apply to all Equipment offered for sale by the University of East Anglia.

#### ***Condition of Equipment***

2. Buyer agrees and acknowledges:
  - 2.1 The Equipment offered for sale is second-hand and not new;
  - 2.2 The Equipment is sold on an "as is" basis and no warranty, express or implied, is made to the Buyer about its condition or fitness for any particular purpose;
  - 2.3 It is the Buyer's responsibility to inspect the Equipment and ensure its condition or suitability before making an offer; and
  - 2.4 In making an offer, the Buyer accepts the Equipment with all its faults and any wear and tear.

#### ***Payment of Sale Price***

3. The Price is deemed to be exclusive of VAT which will be added to the Buyer's offer at the rate ruling at the date of acceptance of the Buyer's offer.
4. Once an offer is accepted the full Price must be paid when or before the Equipment is collected.
5. If the full Price is not paid within 7 days of the offer being accepted, the Equipment may, in the absolute discretion of the Seller, be offered for sale again.

#### ***Title and Risk***

6. Risk in the Equipment passes to the Buyer immediately upon payment. Any arrangements for collection or delivery of the Equipment are at the Buyer's risk and cost.
7. The University of East Anglia accepts no responsibility or liability whatsoever for any damage to or loss of the Equipment once the Buyer collects the Equipment
8. Title in the Equipment does not pass to the Buyer unless and until 100% of the Price is paid. Until then, the Buyer holds that Equipment as bailee of the Seller until title passes in accordance with this clause.
9. The Buyer shall not broker or sell the Equipment off before removing the Equipment from the University's premises.

#### ***Third Party Warranties***

10. If any Equipment has a third party warranty (such as a manufacturer's warranty) for the benefit of the Seller, a copy of that third party warranty shall be given to the Buyer at the time the Equipment is collected.

11. It is the Buyer's obligation to arrange transfer of any third party warranty, although the Seller will provide any assistance reasonably necessary to ensure this occurs.

I acknowledge that I have read the above conditions of sale.

Signature of Buyer/ Buyer's Authorised Signatory (sign and print):

Date:

Name of Buyer:

Position:

Address of Buyer:

Please send this completed form to [purchasing@uea.ac.uk](mailto:purchasing@uea.ac.uk) and retain a copy for audit purposes.