Before completing this form check if the equipment could be reused elsewhere – see Quick Guide on Finance Intranet and or contact Procurement if you have any queries with this form

Requestor (e.g. a technician or administrator) completes form in full in MS Word and then saves form as a PDF file (see save options in MS Word 2007) and emails to Authoriser who in turn if in agreement will forward the PDF REN form by email to the REDUNDANT EQUIPMENT email address box in Outlook (Global) controlled by Procurement (Finance) – Authoriser must be on the Authorised Signatory List – this list is compiled annually and retained by Finance

School/Service

Named Contact (Requestor)

**(BLOCK CAPITALS)**

Please indicate disposal option – please note IT equipment is sent for recycling not for sale e.g. PC’s will be disposed of in compliance with the **WEEE** regulations

REQUEST TO SELL/BUY) – Double Click on Grey Box and Select Checked then OK

 ***[ ]***

REQUEST TO RECYCLE (SCRAP) – Double Click on Grey Box and Select Checked then OK

 **[ ]**

IF EQUIPMENT INCLUDES A PC – Double Click on Grey Box and Select Checked then OK

 **[ ]**

**£**

Estimated Current Value if any – if zero value then state ZERO

**Location (Room No. / Building/Campus) of Redundant Equipment – enter in grey box below**

**DETAILED DESCRIPTION OF REDUNDANT EQUIPMENT**

Please give details of each item of equipment located as detailed above – make, model no., serial number and age of equipment etc. For PC’s also include asset tag number – if insufficient space just keep typing and the grey box will expand onto additional page(s)

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