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](mailto:redundantequipment@napier.ac.uk) 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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