

## **SECURITY OF ASSETS**

The school maintains an Asset Register of ICT equipment and other items which are considered portable and desirable e.g. Digital cameras, iPods etc.

When such an item is purchased it will be entered onto the register and (where possible) security marked by the ICT dept.

### **Security Marking**

The ICT department will ensure that any equipment ordered through them is security marked before being released to the appropriate department.

For other items, once the invoice has been received and paid, Sarah Spalding (Finance Assistant) will request that you take the item to the ICT department for marking.

### **Disposal/Transferring of Assets**

The Asset Register contains a record of the above items in each room/dept. Usually any disposal or transfer of equipment will be arranged by the ICT department who will ensure that the register is updated.

However, if you wish to dispose of or transfer any other items on the register please ask a member of the finance department – they will ensure that the correct procedures are followed and update the register accordingly.

### **Annual Stock Take – during Summer break**

Following Surrey County Council procedures and for County Insurance purposes a check is made of all items on the asset register. This is an onerous task and is made more difficult if the register is not updated correctly during the year.

Your cooperation throughout the year with the procedures above will help make this job easier! – Thank You