Date adopted 21.05.2019

**Purchase of New Equipment**

Any purchase of an item which is to form part of our inventory (i.e. anything we would wish to replace and need to include as part of our insurance cover) should be added to the inventory as follows:

1. Complete an inventory Update Form by ticking ‘Addition’ and completing the information requested including ‘Description’ ‘Qty’ and ‘Cost’. The number field does not need completing, and will be completed by the Practice Manager/ Deputy Practice Manager. The Inventory Update form can be found in the Policies and Procedures Administration folder.
2. Pass the delivery note or proof of purchase (this can be together with any Expenses Claim for the purchase of the equipment to the administrator.
3. The Practice Manager/Deputy Practice Manager will update the inventory data base and issue a property of Hanslope Pre-school sticker with the asset number quoted on it and placed on the equipment.
4. An updated copy of the inventory form will be kept by the Practice Manager for ongoing review.

**Disposal of Equipment**

Any equipment which is currently on the inventory list, and needs disposing of because it is broken or no longer required, should be removed from the list and therefore, the following procedure should be followed:

1. Inform Practice Manager/Deputy Practice Manager of item/s that needs to be removed giving them the item and number.
2. Practice Manager/Deputy Practice Manager will then remove this item from the inventory and print off an updated copy.