



**ATLAS Multi Academy Trust**

**USE OF EBAY PROCEDURE (Statutory)**

**Trust sub-committee: Resources, Audit and Risk Committee**

**Co-ordinator: ATLAS Executive Team**

**Last Reviewed: Autumn 2021**

**Next Review: Autumn 2023**

**St Albans Girls' School : Beech Hyde Primary School and Nursery : Adeyfield School**

**Signed by:**  
**Margaret Chapman**  
*Executive Head Teacher*

**Signed by:**  
**Rachael Kenningham**  
*Chair of ATLAS Board of Directors*

<b>1.</b>	<b>RATIONALE</b>
	<b>This policy is designed to:</b>
<b>1.1</b>	assist the Trust to turn redundant assets/materials/items into funding for the purchase of more appropriate equipment etc. for the future use of the Trust.
<b>1.2</b>	To provide the opportunity to purchase items deemed suitable and necessary with a view to saving the Trust money versus buying new. The proviso being that any equipment or other items are complete with current test certificates and/or verified as being safe to use by students and staff according to the Trust H&S Policy.
<b>2.</b>	<b>AIMS</b>
	<b>This policy is designed to ensure that:</b>
<b>2.1</b>	such an operation is fully authorised and managed by the normal Trust's finance procedures, including the correct allocation of monies received for any sales to the appropriate budget/cost centre
<b>2.2</b>	any staff associated with the use of E-Bay on behalf of the Trust have clear guidelines on the use of same, and are fully aware of their responsibilities as well as the consequences for any abuse of the procedures involved
<b>2.3</b>	the final decision and authorisation for sale price will be determined by the Executive Head Teacher and Chief Operations Officer
<b>2.4</b>	the School Premises Manager will update the school's inventory as necessary
<b>2.5</b>	any member of staff who fails to comply with the procedures below and/or is found to seek to make personal gain from this process will be subject to the Staff Disciplinary Process
<b>2.6</b>	no member of staff uses their own or other E-bay account to sell School property or procure items on behalf of the School
<b>2.7</b>	items of/for personal use are not sold or bought via the School E-bay account

<b>3.</b>	<b>PROCEDURE</b>	
<b>3.1</b>	Any item identified as surplus to requirements and deemed to have potential value would be considered as a potential sale via the use of E-Bay.	
<b>3.2</b>	Once this has been determined, the Head of Department wishing to sell the items will:	
	3.2.1	Obtain authorisation from the Executive Head Teacher to dispose of the item by completing a 'Disposal of Unwanted Equipment' form (Appendix 1) and an 'E-bay Authorisation Listing' form (Appendix 2)
	3.2.2	Agree with the Executive Head Teacher / Chief Operations Officer a starting price (minimum acceptable value), i.e. fixed price or auction and the school budget area to receive the proceeds for the sale
	3.2.3	Arrange for the wording/set-up of the E-Bay sale insertion along with the photos where helpful to the sale and obtain final approval (HT) for listing on E-bay
	3.2.4	Inform one of the nominated staff to place the advert onto E-Bay. Nominated staff are one of the following: Chief Operations Officer , Trust Finance Manager, School Business Manager any of whom will be responsible for designing the advert listing.
	3.2.5	Final advert authorisation to be signed off by the Chief Operations Officer. Copies of the form and listing to be sent to Chief Operating Officer. The listing can then be placed.
	3.2.6	The Chief Operating Officer will then determine how the sale income will be allocated. For this purpose a PayPal account will be opened in conjunction with the most appropriate Bank account. A common password will be set up and only to be used and known by the Executive Head Teacher, Chief Operating Officer and Trust Finance Manager.
<b>3.3</b>	The Asset Register will need to be noted/adjusted for any item involved in this process. The responsibility for this rests with the Site Manager	
<b>3.4</b>	All auctions must run to the end and not finish early.	
<b>3.5</b>	At the end of the allocated time limit the item is sold to the person with the highest bid (as long as the reserve has been reached). Post and packing is added to the bid placed and the total amount is agreed with the purchaser. Payment for purchases can be made in two ways - through a PayPal account or by cheque.	
	3.5.1	PayPal payments are made using the school PayPal account
	3.5.2	Cheque payments should be sent to the school finance office  Once the payment has cleared at the bank the goods will be sent out to the customer using the details supplied at the time of purchase
<b>3.6</b>	The Head of Department selling the items will organise and fully support the despatch process. This means that the goods in question are appropriately packed, labelled and ready for collection by the courier route selected. <u>This does not mean informing the site team of what needs to happen and then leaving them to complete the process.</u> Where items are to be collected please inform the school receptionist of the details of the person collection the item.	
<b>3.7</b>	The Chief Operating Officer will be informed that a sale has been achieved by the member of staff placing the listing on E-bay	
<b>3.8</b>	Where the sale results in a collection by the purchaser as opposed to a delivery by the School, a receipt of goods by the purchaser will be supervised by the Chief Operating Officer (*or nominated deputy). <u>All payments must be made via the designated PayPal account</u> (not cash on collection).	
<b>3.9</b>	Once payment has been received the allocation of funds will be made by the Finance Manager to the agreed school budget.	

	<b>Purchases</b>
<b>3.10</b>	The purchase of any item for the school via E-Bay will be subject to the current financial procedures in place for the School. It must also be established that there is not a better alternative route to purchase the item(s) in question, via our normal suppliers.
<b>3.11</b>	Once an item has been identified as a potential target for purchase, before authorisation, which must be obtained via the Head Teacher, the Departmental Head must check the maximum bid amount, the H&S issues involved, if any, and ensure item 2 of the Policy (above) is applied. No Purchase Order can be raised without proof of product quality assurance being provided by the Department Head.
<b>3.12</b>	Having obtained authorisation the normal purchase order process will take effect.
<b>3.13</b>	If the item is currently valued and subsequently purchased for a sum of £2,500 or more it will need to be entered onto the Asset Register. The Finance Department is responsible for ensuring this is done.
<b>3.14</b>	The school Premises Manager is responsible for security tagging items and entering on inventory system.
<b>3.15</b>	Payment for any purchases can only be made via the E-Bay account arrangements. Where the purchase involves the participation in the E-Bay auction process, clear parameters must be agreed by the Head Teacher beforehand. Once agreed these may not be exceeded without further authorisation.
<b>3.16</b>	Consideration must also be given to the full cost of obtaining the item(s) including the collection where necessary via School transport and staff time involved. Any extra costs of this nature must be added to the full purchase order value.
<b>4.</b>	<b>MONITORING AND EVALUATION</b>
	The policy and procedures will be monitored on an on-going basis by the Chief Operating Officer and the policy will be reviewed by the Resources, Audit and Risk Committee every two years.



## ATLAS

## DISPOSAL OF UNWANTED EQUIPMENT

This form allows you to obtain approval for the disposal of unwanted equipment.

<b>Name of School</b>	
<b>Applicant Name</b>	
<b>Department</b>	
<b>Room</b>	
<b>Signature</b>	

<b>Description</b>	<b>Date of purchase or estimated age</b>	<b>Estimated current value</b>

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 For admin use only, please do not fill in:

<b>Head Teacher's comments</b>		
	<b>Date</b>	<b>Ref Number</b>



E-BAY AUTHORISATION LISTING FORM

School name:

Date:

Item for Sale: \_\_\_\_\_

<b>Product Description:</b>
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<b>Department:</b>	
<b>Staff Responsible:</b>	
<b>Staff Placing Listing:</b>	

Starting Price £ \_\_\_\_\_  
(min acceptable value)

Collection  or Delivery   
(tick one)

If delivery, postage cost: £ \_\_\_\_\_

<b>Listing Starting Date:</b>	
<b>Length of Auction:</b>	

*(all auctions will run to the end)*

**Approval Procedure:**

**Curriculum Leader/ Head of Department Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Initial Approval and confirmation that 'Disposal of Unwanted Equipment' form has been completed*—**Head Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Final Approval – Listing Content and Placement Agreed.* **Head Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Copies of this completed form must go to the Business Manager & Bursar*