



27 February 2023

PROCEDURE FOR REPURCHASING OF NWU ASSET

Please note that the following process must be followed regarding the repurchasing of an NWU asset:

1. The staff member should discuss the potential repurchasing with the OU director
2. Send an email to GRT-CAM (kfs-assets@nwu.ac.za) to request whether the laptop / desktop / tablet is eligible to be repurchased from the NWU - include the serial number of the asset as well as the KFS Asset Number
3. Upon receiving confirmation from GRT-CAM, the funds can be paid to the NWU as per the instructions provided by GRT-CAM
4. Complete the 'GRT-CAM - Purchase of workstation from NWU'-form and request the OU director to approve (sign) the form
5. Submit the completed form to GRT-CAM to remove the asset from the NWU's asset register
6. Upon receiving written confirmation from GRT-CAM, remove the laptop / desktop / tablet from the NWU and the asset becomes the personal property of the buyer

Only computer equipment such as laptops, desktops and tablets which are outdated and no longer utilised in the department, can be sold to employees and students:

- Desktop - 5 years from In-Service Date
- Laptops - 4 years from In-Service Date
- Tablets - 3 years from In-Service Date

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