

Governance, Reporting & Treasury

PROCEDURE FOR REPURCHASING OF NWU ASSET

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 device 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 – Purchasing of asset from NWU-form](#) and request the OU director to approve (sign) the form
5. The device must be submitted to campus IT to remove the NWU software from the device – the IT Service Desk Ticket Number must be completed on the above-mentioned form
6. Submit the completed form to GRT-CAM to remove the asset from the NWU's Asset Register
7. Upon receiving written confirmation from GRT-CAM, remove the asset 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Only computer equipment such as laptops, desktops and tablets which are outdated and no longer utilised in the department, can be sold to employees and students: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 & Screens - 4 years from In-Service Date
- Tablets - 3 years from In-Service Date

All other types of assets that are redundant, broken, etc need to be sent to the relevant campus store and is not eligible for repurchasing in accordance with this procedure.