



UNITED ARAB EMIRATES UNIVERSITY

Section: ADM-PUR
Policy Number: 03
Date Approved: 5 September 2004
Effective Date: 5 September 2004
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Responsible Office: Secretary General

Chancellor Decree Number: 128/2004

Material Disposal

I. Policy

When it is apparent that assets or any other items are rendered surplus to the needs of the United Arab Emirates University or are damaged beyond economic and effective repair, procedures to dispose of such items will be initiated.

Material disposal up to a limit of AED 25,000 is the responsibility of the Secretary General. Material disposal in excess of AED 25,000 is vested in the Material Disposal Committee. This Committee will be formed by the Vice Chancellor and will meet at the call of the Secretary General.

Each dean or director will recommend to the Associate Provost for Academic Affairs or the Secretary General whether an item is no longer needed by the University and can be disposed of as excess material. Material targeted for disposal will fall under the following categories:

- a) needed, but beyond reasonable repair; and
- b) not needed.

II. Application

This policy shall apply to all assets of the United Arab Emirates University.

III. Related Policies

IV. Revision History

Date	Revision