



## **POLICY ON ASSETS –TEMPORARY REMOVAL**



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## TITLE AND COPYRIGHT

<b>Title</b>	<b>Policy on Assets – Temporary Removal</b>
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Author	Mrs. F. Gandiya
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## DOCUMENT CONTROL DETAILS

Master document	Documentation Control Centre
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## 1. PURPOSE

It is the policy of the University of Venda that:

- 1.1 A staff member without having completed the necessary removal permit may not remove any article purchased, hired or leased by the University, from the campus.
- 1.2 Campus Security may search a vehicle or person and if the necessary requirements have not been met, he/ she may be accused of theft.

## 2. DEFINITION

- 2.1 "the University" means the University of Venda

## 3. RULES

- 3.1 An asset shall be removed from the University premises for official use only.
- 3.2 Equipment removed from the University premises may, under no circumstances, be used for creation of an income for the staff members who are allowed to remove such an item.
- 3.3 Staff members removing items from the University premises with the necessary authorisation must ensure that the equipment is kept safely. In case of loss or damage, the staff member might be held responsible should he / she be found to have been negligent.
- 3.4 Removal permits, completed in detail, must be handed to the authorised person in duplicate after the head of the department/ head of the division from whose department/ division the goods are removed, has signed the document.
- 3.5 The authorised person or his duly authorised representative shall only sign removal permits.
- 3.6 Assets removed from the University premises might not be held at any other address except that stated on the removal permit.

## 4. PROCEDURE

- 4.1 Complete the Removal Permit and get it signed by the Head of Department.

## 5. FORMS

Removal Permit



## 6 RELATED POLICIES AND DOCUMENTATIONS

Policy on assets  
Policy on assets - disposal

## 7 REGULATORY FRAMEWORK

GAAP  
King III report on Corporate Governance  
Higher Education Act (Act 107 of 1997)

## 8 REVIEW DATE

This policy will be reviewed after three years or as and when the need arises.

## 9 RECORD OF CHANGES

REVISION	DATE	AUTHOR(S)	DESCRIPTION

## 10 APPROVAL

  
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Registrar (Secretary of Council)