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| --- | --- |
| **Asset Description:** |  |
| **Asset Number:** |  |

 This form can be used for any of the 3 scenarios below. Section 4 ‘Authorisation’ is mandatory.

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| 1. CHANGE OF ORG2 OWNERSHIP WITHIN UNIVERSITY |
| **CURRENT** | **NEW** |
| **ORG2:** |  | **ORG2:** |  |
| **Cost Centre:** |  | **Cost Centre:** |  |
| **Custodian:** |  | **Custodian:** |  |

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| --- |
| 2. CHANGE OF ASSET LOCATION DETAILS *(insert new location below)* |
| **Campus:** |  | **Building Name:** |  |
| **Contact Name:** |  | **Room No:** *(e.g. P5-43)* |  |

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| 3. LOANS TO STAFF *(Loans to Staff also require* [*FS69*](https://www-p.unisa.edu.au/fin/forms/Fs69.docx) *ASSETS LOAN AGREEMENT & FBT DECLARATION)* |
| **Off Premises Location:**  |  |
| **Required Attachment:**  | ☐ FS69 |

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| --- |
| *4. AUTHORISATION* |
| ***Signature***  |  | ***Date****:* |  |
| ***Name*** *(please print):* |  | ***Ext No:*** |  |
| ***Position*** |  |
| ***\*\* Submit form to*** ***Financial Reporting******, Finance Unit - fax 21699 or IPC: 101-06 \*\**** |

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| FINANCE UNIT USE ONLY |
| Entered By: | Date: |