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

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

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

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

|  |  |
| --- | --- |
| 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 |

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

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