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| 1. ASSET ADDITION  |
| **Asset Description:**  |  |
| **Sub Ledger: (e.g. AD, PG etc.)**  | \_\_ \_\_ | **Account Code:** | \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ | **Item Code:** | \_\_ \_\_ \_\_ \_\_  |
| **Acquisition Method:**  | Purchased / Donated / Leased / Manufactured / Loaned / Swapped / Transferred |
| **Purchase Order No:** |  | **Date of Acquisition:** |  |
| **Amount excluding GST** *(from Finance One report attached)***:** | $ |
| **Registration Number** *(vehicles only)***:** |  | **Name/Make:** |  |
| **Model:** |  | **Serial No**: |  |

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| 2. ASSET LOCATION DETAILS *(insert home address for loaned assets where applicable)* |
| **Campus:** |  | **Building Name:** |  |
| **Contact Name:** |  | **Room No:** *(e.g. P5-43)* |  |

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| 3. REQUIRED ATTACHMENTS *(must be attached/submitted with this form)* |
|[ ]  Invoice |
|[ ]  Purchase Order |
|[ ]  Finance One transaction report showing all purchase transactions. These transactions should match the acquisition amount above. |

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| 4. PREPARED BY: |
| **Signature**  |  | **Date**: |  |
| **Name** (please print): |  | **Ext No:** |  |
| **Position title** |  |

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| 5. AUTHORISED BY: |
| **Signature**  |  | **Date**: |  |
| **Name** (please print): |  | **Ext No:** |  |
| **Position title** |  |
| ***\*\* Submit form and required attachments to*** ***Financial Reporting******, Finance Unit - fax 21699 or IPC: 101-06 \*\**** |

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| FINANCE UNIT USE ONLY |
| Asset No: | Group: | Entered: | Date: |
| Org1: | Org2: | CCM: | ROML: |