|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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**: |  | |

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

|  |  |
| --- | --- |
| 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. |

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

|  |  |  |  |
| --- | --- | --- | --- |
| 5. AUTHORISED BY: | | | |
| **Signature** |  | **Date**: |  |
| **Name** (please print): |  | **Ext No:** |  |
| **Position title** |  | | |
| ***\*\* Submit form and required attachments to*** [***Financial Reporting***](mailto:FinancialReporting@unisa.edu.au)***, 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: |