

Lisa Sun
Financial Services Division
Level 0 Union Building

GPO Box 2100

Adelaide SA 5001 Tel: 08 8201 2235 lisa.sun@flinders.edu.au CRICOS Provider No. 00114A

ASSET ADDITION FORM

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This form is to request for an asset to be added to the University's asset register, when a new asset is purchased by the university or an addition is made to an existing asset. Please confirm or amend the details below, complete any blank sections, and return this form to Lisa Sun within a week of receipt. Attached is a copy of the invoice, and the asset tag to be physically attached to the new asset (where relevant).

New Asset Addition to existing asset #

Account Number expense is coded to:

Asset Description:

Asset cost (\$) Purchase order No.

Supplier Invoice No.

Serial No. Car Registration No.

Date processed - Finance System Asset No.

Type of Asset

General Equipment Laboratory Equipment

Computer Equipment Aircraft

Motor Vehicle Marine

Location (Physical location of asset-building/ lab and room no.)

Custodian (Person responsible for asset)

Date equipment was delivered/installed ready for use by the University

Signature

Date

