Asset Registration Advice

& consolidation journal. To be used to record assets at the school level funded from various cost centres.

Please retain a copy for your records.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Debit Amount Exc GST</th>
<th>Posting Narration</th>
<th>GL Transactional Analysis Description</th>
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<tbody>
<tr>
<td></td>
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<td>Order No.</td>
<td>Asset No.</td>
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Consolidation Cost Centre

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<tr>
<th>Credit Exc GST</th>
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Is this item replacing a missing, stolen or damaged item

YES ❑ NO ❑

Supplier Invoice No ____________________  Paid by Visa YES ❑ NO ❑

If YES record asset number of original item ____________________

Supplier ____________________  Area/School ____________________  Dept No. ________  Credit Card Holder

<table>
<thead>
<tr>
<th>Asset No.</th>
<th>Qty</th>
<th>Description (make, model, generic name)</th>
<th>Bldg/Room</th>
<th>Manufacturer</th>
<th>Serial No.</th>
<th>$ Cost Exc GST</th>
<th>Group</th>
<th>Categ</th>
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Shaded areas to be completed by the Assets Management Office.

Separate lines to be used for each item – additional lines to be used for breakdown into modules and/or accessories.

Please use Capital Letters. Please attach a copy of the original tax invoice, including warranty, freight etc.

# Asset Cost includes all expenditure necessary to deliver the item and to set it up ready for use.

Associated, but non-essential items should not be included in the cost of the asset (i.e. carry bags, consumables, etc).

One Tax Invoice per asset registration form.

Authorising Officer ____________________  Date / / 

Contact Name ____________________  Contact Ext. No. ____________________

(Person to send asset barcode to)

Assets Office

Authority: ____________________  Date / / 

Asset Register

Updated By: ____________________  Date / / 

Form No. 145040693 DA

39402-11-2004
GUIDE TO COMPLETING AN ASSET REGISTRATION ADVICE

An Asset Registration Advice is completed when a piece of equipment has been purchased that is required to be registered according to University policies.

The Asset Registration Advice is required when an order has been raised, or an invoice without order or purchase on a Credit Card. The Asset Registration Advice is sent to the Assets Office with the allonge/credit card allonge and the asset is registered with payment of the invoice or as in a prepayment situation when equipment is received.

The allonge and invoice must both be signed in regards to the specification of Accounts Payable.

Details of the Asset Registration are as follows:

1. **SUPPLIERS** of product.
2. **AREA/SCHOOL** to which the equipment belongs.
3. **DEPARTMENT NUMBER** and **SUB DEPARTMENT NUMBER**.
4. **COST CENTRE/CONSOLIDATION COST CENTRE** Note: Consolidation Cost Centre is only relevant if the Area/School has had their assets consolidated.
5. A detailed breakdown of the configuration of the equipment and accessories, for example, the processor type, amount of RAM, hard disk capacity, CD ROM, Modems, type of monitor etc. (P100/32/1.2GBHD/CD/MODEM, 15" Monitor).
6. The total cost of purchasing equipment, including freight, installation or any other costs. Component prices are not required except for ethernet cards, monitors and software.
7. **SERIAL NUMBER/NUMBERS** of equipment and accessory items. These numbers are important as they allow for a second reference number for the item and in the case of theft/misplacement are identifiable by this number.
8. The **ORDER NUMBER**.
9. **BUILDING/ROOM NUMBER** this allows for easy location of equipment (i.e., stocktake).
10. Whom the equipment is manufactured by.
11. The cost centre to which the funds have come to purchase the equipment.
12. The consolidation cost centre to which all assets are registered for the funding account.
13. The cost of asset.
14. A description of asset – make, model and generic name
15. The shaded areas are to be completed by the Assets Management Office.