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## AS001 – ASSET ACQUISITION FORM

- Complete ONE form for EACH asset purchase, unless multiple identical items are being purchased with the same location, cost centres etc. If the latter applies, please indicate the number of items in section 1.1, e.g. "Lenovo ABC123 laptop x 5".
- For assets used in more than one location (e.g. laptop for hybrid-work-model employee), please provide the UCT location and room number.
- Complete only unshaded areas and take note of the [important information](#) on [page 2](#) of this document.
- Refer to [finance policies](#) as applicable: [AST001](#) for the Assets, [PPP02](#) for the Threshold Values for Purchasing, [GEN002](#) for the Delegated Authority, and/or [ICT001](#) for Replacement cycle of end user ICT equipment.
- Send the completed form with all supporting documents to [fnd-assets@uct.ac.za](mailto:fnd-assets@uct.ac.za).
- Required fields are marked with red asterisks (\*) and fields that are required only if relevant are marked with gold asterisks (\*).















### SECTION 1: To be completed by the acquiring department:

<b>1.1 DESCRIPTION OF ASSET:</b>											
SHORT DESCRIPTION* (1 word preferred)											
ASSET DESCRIPTION*											
SELECT ONE ASSET TYPE* (predominant asset use)					T-Teaching		H-Housing		M-Maintenance & admin of property		
					R-Research		S-Sports equipment		G-General administration		
SERIAL NUMBER (if known)					Please supply to Assets Office once the item is received						
DEPARTMENTAL INVENTORY NO.					Where the department keeps their own records in addition to the SAP asset number						
MAIN ASSET NUMBER					If the new asset is an accessory for an existing asset						
<b>1.2 PURCHASE DETAILS: * (Attach quote to this form)</b>											
ASSET VALUE INCL. VAT*		SELECT CURRENCY		All items on the quote will be ordered. Please strike-through any items that should not be included in the purchase order.							
VENDOR NUMBER*				PREFERRED VENDOR? *				Yes		No	
VENDOR NAME*				COST CENTRE FOR DEPRECIATION PURPOSES*							
FUND (one fund)*				COST CENTRE LINKED TO FUND*							
<b>1.3 USER DETAILS:</b>											
DEPARTMENT NAME*					ORG UNIT CODE* (3 letter alpha code)						
ROOM / LAB NUMBER*											
BUILDING WHERE HOUSED*					Please provide full name as acronyms can be obscure. Where non-UCT, provide full address.						
ASSIGNED TO STAFF MEMBER? *			Yes		No		STAFF MEMBER NAME*				
<b>Note:</b> If asset is assigned to staff member (e.g. laptop), enter their name and staff no. If asset is <b>not</b> assigned to staff member, enter N/A in both fields.							STAFF NUMBER *				
FOR REPLACEMENT/SECONDARY COMPUTERS, HAS <a href="#">ICT001</a> BEEN COMPLIED WITH?*							Yes		No		N/A
<b>1.4 FORM COMPLETED BY:</b>											
NAME*			E-MAIL*				DATE*				

### SECTION 2: Financial check (To be completed by the Faculty/PASS finance manager or nominee):

I have checked that the fund, cost centres and ORG unit code are correct.									
NAME*			SIGNATURE*				DATE*		
			 						

### SECTION 3: Authorisations






<b>Note:</b> Do not use <b>Fill &amp; Sign</b> to sign as this will disable all form fields. <b>To sign:</b> Select sign option and click in SIGNATURE field to either  Insert image of your signature or  Apply digital signature.					<b>Sign options:</b>		 Insert image (default)		 Apply digital signature	
<b>ALL PURCHASES &gt; R28 750 INCL. VAT</b>			<b>FUNDHOLDER</b>							
			NAME:*		SIGNATURE:*		DATE:*			
					 					
<b>ALL PURCHASES &gt; R100 000 INCL. VAT*</b>			<b>DEAN / GSB DIRECTOR / ED: PASS DEPARTMENT</b>							
			NAME:		SIGNATURE:		DATE:			
					 					
<b>ALL PURCHASES &gt; R2 000 000 INCL. VAT*</b>			<b>DVC (RESEARCH &amp; INTERNATIONALISATION) / CHIEF FINANCIAL OFFICER</b>							
			NAME:		SIGNATURE:		DATE:			
					 					
<b>LAND AND BUILDING*</b>			APPROVAL by UFC and Council							
<b>ALL PURCHASES EXCEPT ICT EQUIPMENT PURCHASED FROM PREFERRED VENDORS</b>			<b>PROCUREMENT &amp; PAYMENT SERVICES</b>							
			NAME:		SIGNATURE:		DATE:			
					 					
<b>ICT RELATED EQUIPMENT IF NOT PURCHASED FROM PREFERRED VENDORS</b>			<b>ICTS</b>							
			NAME:		SIGNATURE:		DATE:			
					 					

**CHECK IF FORM IS COMPLETE AND READY TO BE SUBMITTED:**

# IMPORTANT INFORMATION – PLEASE NOTE:

## AS001

### Completion and submission of AS001

- The AS001 must be completed and submitted electronically. No handwritten, photos of the form etc. will be accepted.
- This is a fillable PDF form with form fields and must first be downloaded to your computer (right-click and *Save link as*) before it can be completed using  [Adobe Acrobat Reader](#).
- Do **not** use *Fill & Sign* to sign as this will disable all form fields, making any remaining, incomplete fields unusable. **Instead** select the applicable sign option ( *Insert image* or  *Apply digital signature*) and either  insert an image of your signature or  apply your digital signature.
- All correspondence to be sent to the [fnd-assets@uct.ac.za](mailto:fnd-assets@uct.ac.za) email address. Emails should not be sent to individual staff members' personal email accounts.
- Please only send a fully approved AS001, and only once all approvals have been obtained.

### Good receipting

- The Assets Office does **not** goods receipt asset purchase orders.
- Once the item is received, the receiving department is responsible for goods receipting the purchase order.

### Vendor payment

- The Asset Office is **not** responsible for the payment of asset purchase orders.
- Please contact Procurement and Payment Services ([fnd-creditors@uct.ac.za](mailto:fnd-creditors@uct.ac.za)) for any payment related queries.
- Do not send invoices to the Assets Office for payment.
- Should the vendor require part-payment, please provide the vendor's requirements to the Assets Office so that the purchase order can be raised accordingly.

### Serial numbers

- To facilitate the asset count process, please provide the Assets Office with serial numbers in order for this information to be captured in SAP.

### Assets and non-assets on one quote

- Where there are asset and non-asset line items on a quote, do not raise non-asset lines separately via the normal departmental purchase order process.
- The Assets Office will raise the full purchase order.
- The approvals per the AS001 relate to the full quote, not just the asset lines.
  - Therefore, the authorisers are providing their approval for the asset purchase as well as any other non-asset items on the quote submitted with the AS001.
  - The Assets Office does not require an MM010 for the non-asset lines.
  - However, if the additional items on the quote are being purchased from a different fund from where the asset purchase is being made, an [MM010](#) will be required.

### Funds

- The SAP Assets Module does not allow an asset to be purchased across multiple funds.
- Please process any required fund transfers prior to submitting the AS001 for processing.

### Asset threshold

- The current threshold for asset recognition is R28 750 including VAT.