UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA · UNIVERSITEIT VAN KAAPSTAD

AS001a – CORRECTION OF ASSET PREVIOUSLY EXPENSED

- This form should be used to correct the posting of assets purchased where the purchase was erroneously not processed by the Assets Department, resulting in assets being expensed.
- Complete ONE form for each transaction number being corrected.
- Complete all applicable form fields.
- 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.
- Required fields are marked with red asterisks (*)

SECTION 1: To be completed by the acquiring department:

1.1 DESCRIPTION OF ASSET:

SHORT DESCRIPTION* *(1 word preferred)*		
ASSET DESCRIPTION* *(max 70 characters)*		

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 NO. *(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*

1.2 PURCHASE DETAILS: * *(Attach quote to this form)*

PURCHASE VALUE INCL. VAT*	ENTER 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*		COST CENTRE FOR **DEPRECIATION** PURPOSES*	
VENDOR NAME*		**EITHER** COST CENTRE LINKED TO FUND*	
FUND *(include leading zeros)**		**RIO** LINKED TO FUND *(P&S ONLY)* *	

1.3 USER DETAILS:

ROOM / LAB NO. *		ORG unit code *(3 letter alpha code)*	
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*	
Note: *Compulsory for personal computers. If assigned to a student/third party, provide name and student/T- number via email.*		STAFF NUMBER*	

1.4 FORM COMPLETED BY:

NAME*		E-MAIL*		DATE*	

SECTION 2: Financial check (To be completed by the Finance Manager or Assistant Finance Manager):

Note: Do **not** use *Fill & Sign* to sign as this will disable **all** form fields. **To sign:** Click in *SIGNATURE* field to ✍ *Apply **digital** signature*.	**Sign option:**	✍ Apply digital signature

I have checked the fund, cost centres and ORG unit code are correct.

NAME*		SIGNATURE* ✍		DATE*	

Note: While PPS approval is not required for the processing of the correction of this transaction (as the purchase has already been made), this AS001 will be submitted to PPS for them to ensure that procurement policy was complied with.

CHECK IF FORM IS COMPLETE AND READY TO BE SUBMITTED:

Completion of AS001a

- This is a fillable PDF form with form fields and must first be downloaded to your computer (i.e. not opened in your web browser) before it can be completed using ⤓ Adobe Acrobat Reader. Your Acrobat Reader needs to be up to date in order to use this form.

- Do **not** use *Fill & Sign* to sign as this will disable all form fields, making any remaining, incomplete fields unusable. **Instead** ✍ apply your digital signature (see: Digital IDs FAQ).

- Do **not** combine multiple AS001a forms, as when fillable PDF forms are merged they lose data integrity.

- Before submitting an AS001a, please click the [**Check form**] button. This button checks that all the required information has been completed on the form and will indicate any outstanding information (besides approvals).

Submission of AS001a

- The AS001a needs to be completed and submitted electronically. No handwritten forms, photos of the form etc. will be accepted.

- Please only submit a fully completed and approved AS001a form.

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) for any payment related queries.

- Do not send invoices to the Assets Office for payment.