

AS002 – ASSET ACQUISITION (VIA DONATION) FORM

- Complete ONE form for EACH donation.
- 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 and [GEN002](#) for the Delegated Authority.
- Send the completed form with all supporting documents to fnd-assets@uct.ac.za.
- Required fields are marked with an asterisk, **either red asterisks (*) or**, for those fields that are required **only if** the relevant condition is met, **gold asterisks (*)**.
- For a donation of anything **other than an asset** above the capitalisation threshold (cash or property in kind below threshold), please complete an [CD006](#). Where an AS002 is completed, a CD006 is **not** required.

SECTION 1: To be completed by the acquiring department:

1.1 DESCRIPTION OF ASSET:			
SHORT DESCRIPTION* (1 word preferred)			
ASSET DESCRIPTION*			
SELECT ONE ASSET TYPE* (predominant asset use)	T-Teaching R-Research	H-Housing S-Sports equipment	M-Maintenance & admin of property 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 ACQUISITION DETAILS: (Attach a copy of donor letter as well as documentation supporting the asset value*)

DONOR NAME*	ESTIMATED MARKET VALUE (ZAR)*
DATE RISKS AND REWARD OF OWNERSHIP PASSED TO UCT*	

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.
STAFF MEMBER'S NAME <i>If asset is assigned to a staff member, e.g. laptop</i>	STAFF NO.

1.4 DONOR DETAILS:


DOES THE DONOR REQUIRE A S18A CERTIFICATE (YES/NO)*	Yes	No
ONLY COMPLETE THE REST OF SECTION 1.4 IF THE DONOR REQUIRES A S18A CERTIFICATE		
In the case of a natural person, donor identification type (ID, passport etc.)*	Nature of the donor (natural person, company, trust, etc.)*	
In the case of a natural person, identification country of issue (country that issued ID, passport etc.)*	Donor identification or registration number*	
Income tax reference number of the donor (if available)*	Donor trading name if different from registered name*	
Donor email address*	Donor contact number*	

1.5 FORM COMPLETED BY:


NAME*	EMAIL*	DATE*
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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*
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SECTION 3: Authorisations

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
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ALL DONATIONS	FUNDHOLDER		
	NAME:*	SIGNATURE* 	DATE:*
	NOMINEE OF CFO (IN DEVELOPMENT & ALUMNI DEPARTMENT) <i>I have checked that the GEN002 requirements relating to accepting this donation have been met</i>		
	NAME:*	SIGNATURE* 	DATE:*
DEVELOPMENT & ALUMNI DEPARTMENT CRM (CLIENT RELATIONSHIP MANAGER)			
	NAME:*	SIGNATURE* 	DATE:*

CHECK IF FORM IS COMPLETE AND READY TO BE SUBMITTED:

IMPORTANT INFORMATION – PLEASE NOTE: AS002

Completion of AS002

- 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 AS002 forms, as when fillable PDF forms are merged they lose data integrity.
- Before submitting an AS002, please click the  button. This button checks that all the required information has been completed on the form and will indicate any outstanding information.

Submission of AS002

- The AS002 needs to be completed and [submitted electronically](#). No handwritten forms, photos of the form etc. will be accepted.
- All correspondence to be sent to the fnd-assets@uct.ac.za email address. Emails should not be sent to individual staff members' personal email accounts.
- Please only send a fully completed AS002, and only once all approvals have been obtained.

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.

Asset threshold

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