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| CSU_Logo-Mark_RGB | **Asset Information Sheet** |

**Memo to:**

**From:** Assets Manager Ext: 86119

**Date:**

**Subject:** Purchase of Plant & Equipment & Computer Software over $10,000.

Assets purchased on Account Code 427 ‑ Plant & Equipment, and 426 – Software, must be recorded in the University's Asset Register, and to assist in creating the record your assistance is required to ensure that the correct information is recorded.

Staff responsible for the acquisition of these assets, please complete the following information.

**Purchasing Details:**

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| --- | --- |
| Supplier: |  |
| Delivered to: |  |
| Purchase Requisition No: |  |
| Purchase Order No: |  |
| Organisation code on Requisition: |  |
| Owner Organisation code if not the same as requisition: |  |

**Information Required:**

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| Description of each new asset costing over $10,000 | Model | Serial Number |
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*Note:* Attach a second sheet if necessary

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| Location of Asset: Building Name and Number |  | |
| Room No: |  | |
| Staff member responsible for the asset: |  | Ext No: |
| Is the asset in use, installed and operational Y / N  If not, please advise: |  | |
| Name of staff member completing form: |  | Ext No: |

Please return this form to the Asset Manager, The Grange, Bathurst (TEL: 02 6338 6119) or Email: [assets@csu.edu.au](mailto:assets@csu.edu.au)   
Thank you.

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| --- | --- |
| Asset Office Use Only:  Asset No: | Comments: |