

John Tonkin College

Asset Acquisition Form

When Cost Centre Managers are purchasing **EQUIPMENT** that is considered to be assets or resources, please complete the following details so they are included on the school asset / resource register:

- Items over \$1000 should have one of these forms completed by Cost Centre Manager
- Items under \$1000 which are portable & attractive should also have one of these forms completed by Cost centre Manager
- Items that do not fit this criteria should be entered in your departments resource list, which does not appear on the schools asset register

Information to be returned to the Finance Officer, when assets or resources have been purchased, that qualify under the above rules:

- A copy of the original invoice
- Copies of any quotes
- This form completed

Item Description
(Include make & model)

Purchase date..... Serial number

Supplier Method of payment

Location of asset/resource

ASSET NUMBER: (Entered by Finance)