# AS002 – ASSET ACQUISITION (VIA DONATION) FORM

* Complete ONE form for EACH donated asset, unless multiple identical items are being donated. 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](#page2_NBinfo) on [page 2](#page2_NBinfo) of this document.
* Refer to [finance policies](https://uct.ac.za/staff/finance-finance-operations/policies-and-guidelines) as applicable: [AST001](https://uct.ac.za/media/10321) for the Assets and [GEN002](https://uct.ac.za/sites/default/files/image_tool/images/431/finance/operations/policies/gen002.pdf) for the Delegated Authority.
* 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 an asterisk, **either** **red** asterisks (**\***) **or**, for those fields that are required **only if** the relevant condition is met, **gold** asterisk**s** (\*).
* For a donation of anything **other than an asset** above the capitalisation threshold (cash or property in kind below threshold), please complete an [CD006](https://forms.uct.ac.za/cd006.doc). Where an AS002 is completed, a CD006 is **not** required.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | |  | 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** | **ACQUISITION DETAILS:\* *(Attach a copy of donor letter to this form\*)*** | | | | | | | | | | | | | | | | | | | | |
| DONOR NAME\* | | | | | |  | | | | | ESTIMATED MARKET VALUE\* | | | | | |  | | | | |
| DATE RISKS AND REWARD OF OWNERSHIP PASSED TO UCT\* | | | | | | | | | | | | | | | | |  | | | | |
| **1.3** | **USER DETAILS:** | | | | | | | | | | | | | | | | | | | | |
| DEPARTMENT NAME**\*** | | | | | |  | | | | | | ORG unit code**\***  *(3 letter alpha code)* | | |  | | |  | |  | |
| ROOM / LAB NO.**\*** | | | | | |  | | | | | |
| BUILDING WHERE HOUSED**\*** | | | | | |  | | | | | | *Please provide full name as acronyms can be obscure. Where non-UCT, provide full address.* | | | | | | | | | |
| STAFF MEMBER’S NAME  *If asset is assigned to a staff member, e.g. laptop* | | | | | |  | | | | | | STAFF NO. | | |  | | | | | | |
| **1.4** | | | **DONOR DETAILS:** | | | | | | | | | | | | | | | | | | |
| DOES THE DONOR REQUIRE A S18A CERTIFICATE (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**\*** | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| SECTION 2: Financial check (To be completed by the Faculty/PASS finance manager or nominee): | | | | | | | | | | | | | | | | | | | | | |
| NAME**\*** | | | |  | | | SIGNATURE**\*** | | |  | | | | | DATE**\*** | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| SECTION 3: Authorisations | | | | | | | | | | | | | | | | | | | | | |
| **ALL DONATIONS** | | | | | **FUNDHOLDER** | | | | | | | | | | | | | | | | |
| NAME:**\*** | | | | | SIGNATURE:**\*** | | | | | | | | | DATE:**\*** | | |
| **NOMINEE OF CFO (IN DEVELOPMENT & ALUMNI DEPARTMENT)** *I have checked that the GEN002 requirements relating to accepting this donation have been met* | | | | | | | | | | | | | | | | |
| NAME:**\*** | | | | | SIGNATURE:**\*** | | | | | | | | | DATE:**\*** | | |
| **DEVELOPMENT & ALUMNI DEPARTMENT CRM (CLIENT RELATIONSHIP MANAGER)** | | | | | | | | | | | | | | | | |
| NAME:**\*** | | | | | SIGNATURE:**\*** | | | | | | | | | DATE:**\*** | | |

**IMPORTANT INFORMATION – PLEASE NOTE:**

AS002

### Submission of AS002

* The AS002 needs to be completed and submitted electronically. No handwritten, photos of the form etc. will be accepted.
* 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 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.