



AS001 – ASSET ACQUISITION FORM

- Complete ONE form for EACH purchase from the same fund and vendor. Please see [page 2](#) where multiple assets being purchased.
- 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, [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 (*) and fields that are required only if relevant are marked with gold 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
R-Research

H-Housing
S-Sports equipment

M-Maintenance & admin of property
G-General administration

SERIAL NUMBER (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*

RIO FOR DEPRECIATION
PURPOSES (P&S ONLY)*

FUND (include leading zeros)*

COST CENTRE LINKED TO FUND*

1.3 USER DETAILS:

DEPARTMENT NAME*

ORG UNIT CODE*

ROOM / LAB NUMBER*

(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: If asset is assigned to staff member (e.g. laptop), enter their name and staff no. Compulsory for personal computers..

STAFF NUMBER *

FOR REPLACEMENT/SECONDARY COMPUTERS, HAS [ICT001](#) BEEN COMPLIED WITH?*

Yes

No

N/A

1.4 FORM COMPLETED BY:

NAME*

E-MAIL*

DATE*

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*

SECTION 3: Authorisations

Note: Do not use **Fill & Sign** to sign as this will disable all form fields.

To sign: Select sign option and click in SIGNATURE field to either

Insert image of your signature or Apply digital signature.

Sign options:



Insert image
(default)



Apply digital
signature

ALL PURCHASES > R28 750
INCL. VAT

FUNDHOLDER

NAME:*

SIGNATURE*

DATE:*

ALL PURCHASES > R100 000
INCL. VAT*

DEAN / GSB DIRECTOR / ED: PASS DEPARTMENT

NAME: *

SIGNATURE *

DATE: *

ALL PURCHASES > R2 000 000
INCL. VAT*

DVC (RESEARCH & INTERNATIONALISATION) / CHIEF FINANCIAL OFFICER

NAME: *

SIGNATURE *

DATE: *

LAND AND BUILDING*

APPROVAL by UFC and Council

ALL PURCHASES EXCEPT
ICT EQUIPMENT PURCHASED
FROM PREFERRED VENDORS

PROCUREMENT & PAYMENT SERVICES

NAME:

SIGNATURE

DATE:

ICT RELATED EQUIPMENT
IF NOT PURCHASED FROM
PREFERRED VENDORS

ICTS

NAME:

SIGNATURE







DATE:

CHECK IF FORM IS COMPLETE AND READY TO BE SUBMITTED:


IMPORTANT INFORMATION – PLEASE NOTE:

AS001

Completion of AS001

- 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 the *Edit PDF* functionality to add information to this form. Simply type or paste the information into the relevant fields.
- Do **not** use *Fill & Sign* to sign as this will disable all form fields, making any remaining, incomplete fields unusable. **Instead** select the applicable signature option ( *Insert image* or  *Apply digital signature*) and either  insert an image of your signature or  apply your digital signature (see: [Digital IDs FAQ](#)).
 - **Note:** If *Fill & Sign* is used on a form, the form will be disabled. Simply deleting the *Fill & Sign* signature will not reactivate the form fields. Therefore, if *Fill & Sign* is used accidentally, revert back to a version of the document that has never had *Fill & Sign* used (this may require that the [AS001](#) form needs to be completed again, depending on where in the approval process *Fill & Sign* was used).
- Do **not** combine multiple AS001 forms, as when fillable PDF forms are merged they lose data integrity.
- Before submitting an AS001, please click the  button. This button checks that all the required information has been completed on the form and will indicate any outstanding information (besides approvals).
- If **multiple assets** are being purchased from the **same fund and vendor**:
 - If the assets are identical, please indicate the number of items in section 1.1, e.g. “Lenovo ABC123 laptop x 5”.
 - If the assets are not identical, please indicate briefly what is being purchased in section 1.1, e.g. “Mass spectrometer and microscope”.
 - If the assets will not be located in the same location, please provide each asset’s location in the Room and Building fields or provide a breakdown in Excel.
 - If multiple assets are being purchased that need to be linked to a staff number and the assets will be linked to more than one staff number, please indicate this in the email when submitting the AS001 (the AS001 cannot accept multiple staff numbers).

Submission of AS001

- The AS001 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 AS001 form.
- The AS001 and relevant supporting documentation can be submitted as separate attachments (this is preferred).
- If opting to combine the AS001 and supporting documentation into one PDF, ensure that the  button is still active before submitting to the Assets Office. If not, the form has been disabled and will be rejected.
- **Note:** The following can be the cause the AS001 form to be disabled once combined with other documents:
 - Combining the AS001 with documents that are password-protected.
 - Combining documents in any way other than using the *Tools > Combine Files* functionality within Adobe.

Good receipting

- The Assets Office does not goods receipt asset purchase orders; once the item is received, the receiving department is responsible for goods receipting the purchase order.

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.
- Should the vendor require part-payment, please provide the vendor’s requirements to the Assets Office so that the purchase order can be raised accordingly.

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.

Assets and non-assets on one quote

- Where there are asset and non-asset line items on a quote, do not raise non-asset lines separately via the normal departmental purchase order process, the Assets Office will raise the full purchase order.
- The approvals per the AS001 relate to the full quote, not just the asset lines.
 - Therefore, the authorisers are providing their approval for the asset purchase as well as any other non-asset items on the quote submitted with the AS001.
 - The Assets Office does not require an MM010 for the non-asset lines.
 - However, if the additional items on the quote are being purchased from a different fund from where the asset purchase is being made, an [MM010](#) will be required.

Funds

- The SAP Assets Module does not allow an asset to be purchased across multiple funds, please process any required fund transfers prior to submitting the AS001 for processing.

Asset threshold

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