UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA · UNIVERSITEIT VAN KAAPSTAD

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** 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. 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		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 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 *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)*****	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):

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: Click in *SIGNATURE* field to 🖋 *Apply **digital** signature*.

Sign option:	🖋	Apply digital signature

	FUNDHOLDER			
ALL DONATIONS	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:*****

CHECK IF FORM IS COMPLETE AND READY TO BE SUBMITTED:

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 the *Edit PDF* functionality to add information to this form. Simply type or paste the information into the relevant fields (or Insert Image or Apply digital signature in the case of approval fields).

- 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 in the** SIGNATURE* ⬛ field (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 AS002 form needs to be completed again, depending on where in the approval process *Fill & Sign* was used).

- Do **not** combine multiple AS002 forms, as when fillable PDF forms are merged they lose data integrity.

- Before submitting an AS002, please click the [**Check form**] 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.

- The AS002 and relevant supporting documentation can be submitted as separate attachments (this is preferred).

- If opting to combine the AS002 and supporting documentation into one PDF, ensure that the [**Check form**] 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 AS002 form to be disabled once combined with other documents:

    - Combining the AS002 with documents that are password-protected.

    - Combining documents in any way other than using the *Tools* > *Combine Files* functionality within Adobe.

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.