

FIXED ASSET MANAGEMENT

POLICIES AND PROCEDURES

GENERAL

1. INTRODUCTION
2. OBJECTIVES
3. DEPARTURES FROM FORMAL POLICIES AND PROCEDURES
4. CHANGES TO POLICIES AND PROCEDURES MANUAL
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1. INTRODUCTION

1.1 The policy and procedures have been designed to assist management and employees of Bojanala Platinum District Municipality with the description of fixed asset management procedures and the capacity to differentiate between activities, which are acceptable in terms of general authorisation, supervisory responsibilities and limits of authority relating to the fixed asset management and functions of the organisation.

1.2 The policy and procedures will provide certainty with respect to the handling of fixed asset management procedures undertaken within the organisation and will ensure that management and employees understand their respective responsibilities and duties.

2. OBJECTIVES

2.1 The policy and procedures are intended to define and formalise the fixed asset management of Bojanala Platinum District Municipality

2.2 The objectives of the policy and procedures include the following:

- To safeguard the assets of Bojanala Platinum District Municipality and to ensure the effective use of existing resources
 - To emphasise a culture of accountability over fixed assets
 - To ensure that effective controls are communicated to management and staff through clear and comprehensive written documentation
 - To provide a formal set of procedures that can be implemented to ensure that fixed assets and financial policies are achieved and are in compliance with
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3. DEPARTURES FROM FORMAL POLICIES AND PROCEDURES

3.1 Any departures from the approved policies and procedures will require the prior written approval from the following persons:

- Chief Financial Officer
- Manager Administration

- Their appointed representative.

3.2 Failure to comply with the prescribed policies and procedures will result in the institution of disciplinary procedures in terms of the stipulated human resources policies and procedures.

4. PROCEDURE ON MOVEMENTS OF ASSETS

4.1 The following steps will be applicable for the control and change management of all manuals:

- A responsible employee is appointed as custodian of the fixed asset policies and procedures document.
- All recommended changes or requests for changes are recorded on a change request form, which will detail the suggested changes together with the reasons for such changes.
- The change request form is authorised by the relevant head of department or cost centre manager. The authorised change request form is forwarded to the custodian.
- The custodian circulates the suggested changes between cost centre managers and department heads for comments for a defined period. All comments are forwarded back to the custodian.
- After agreement has been reached between the custodian and the manager a final proposal _____ is submitted to _____ .
- Any changes or request for changes to the current Policy is submitted to _____ for approval.
- Changes in policies and procedures will be effective within one week after final approval _____ has been received from _____ or his / her delegated authority.

The custodian is ultimately responsible for applying the changes and finalising the document. The new document is made available within one week after the _____ has approved the changes.

- Any section where current policies or procedures have been changed would be reflected as follows:
 - Exclusions are marked as ~~strikethrough~~ as per example below.
 - Any new inclusion will be clearly marked in *italic* as new inclusions.
 - The version number and date of issue are included on the first page of a policy document above the index. The first version is numbered 2000.01. After each revision the document review number changes - after the first review in year 2000

the 2000.01 changes to 2 (i.e. 2000.02). Only after a major review of all policies and procedures will the 2000 change to reflect the current year.

- Any changes are reflected in the manual for a period of one month. After one month has passed the excluded text, marked by a ~~strikethrough~~ is deleted. All inclusions marked in *italic* are changed to normal font. Within one month after the new changes have been applied, the document is resubmitted to the webmaster in its final format (i.e. no *italic* or ~~strikethrough~~).
- Any changes made will result in the manual being re-issued in its entirety.
- After each change taking place the custodian will circulate an e-mail to all affected employees with details of the change, including:
 - the previous version of the policy and procedure prior to change being effected,
 - the new version of the policy and procedure after changes have been effected,
 - the reason for change,
 - the effective date of the change.
- All employees receiving such a notification print the notification document, date and sign as proof that they have familiarised themselves with the contents of the policies and procedures, and that they undertake to adhere to any such policies and procedures. These signed undertakings are collected by the cost centre managers and filed for future reference as per instruction by the custodian.
- Failure to apply the revised policy from the date of implementation will lead to disciplinary action being taken.

4.2 The policy and procedures are to be applied in conjunction with any other formal instructions from the _____ that may arise from time to time. These instructions will generally be of a short-term nature. Instructions, which affect long-term operating procedures, will be incorporated into the relevant policies and procedures manuals.

5. DELEGATION OF AUTHORITY

5.1 Full responsibility for internal control within the department rests with the head of departments, who should ensure that appropriate and adequate arrangements exist within the centralised function to safeguard all fixed assets. Also that policy, including these fixed asset management policies, procedures and guidelines, are complied with and that records are maintained in as complete and accurate form as possible.

5.2 In particular, head of departments should ensure, that an asset co-ordinator has been appointed e.g. for the recording of receipt, transfer / movement, audit and disposal of fixed assets.

5.3 Where limited resources are available, it is incumbent upon the head of departments, to ensure that adequate procedures for regular independent checks of fixed assets are in place.

5.4 Advice on recommended internal control procedures and interpretation of this document may be obtained from _____ .

5.5 It is the responsibility of the head of departments to ensure that all fixed asset related changes that take place within the department have been properly authorised and communicated to _____ .

FIXED ASSET MANAGEMENT

POLICIES AND PROCEDURES

ACQUISITION OF FIXED ASSETS

- a. Acquisition of non-IT related fixed assets.
- b. Acquisition of IT related fixed assets.

ACQUISITION OF FIXED ASSETS

- a. ACQUISITION OF NON-IT RELATED FIXED ASSETS EXCEEDING R500 PER CASE BUT NOT R50 000.

POLICY

- The procurement of fixed assets for all cost centres in is done by _____.
- The procurement of fixed assets is done following proper authorisation.

OBJECTIVE

- To ensure that fixed assets are not procured without proper authorisation.
- To ensure that fixed assets are not procured from petty cash.
- To ensure that cost centres only procure fixed assets that they have budgeted for.
- To ensure that all expenses incurred in the procurement process are debited against the budget of the cost centre involved.

PROCEDURE

Request for the procurement of non-IT related fixed assets.

Timing – when required

- The procurement of fixed assets for Cost Centres, as identified in the financial system, are done by - _____ and this procedure should be read in conjunction with the Procurement Policy and adhered to.
- In accordance with the Procurement Policy the use of petty cash is only allowed for the procurement of supplies (consumables) and services, not exceeding 30 days.
- The use of petty cash for the procurement of fixed assets will therefore not be allowed.

RESPONSIBILITY

- Purchases of fixed assets under a value of Rxxxx should be budgeted under small assets not capitalised.
- The need for the procurement of fixed assets originates at the various cost centres and the appointed cost centre clerk completes the following form in triplicate:
 - Requisition for Supplies / Services form
- If the value of the fixed asset exceeds R500 per case but not R5 000, the cost centre clerk will obtain at least one (1) quotation from a supplier. Cost Centre Clerk
- If the value of the fixed asset exceeds R5000 per case but not R50 000, the cost centre clerk will obtain at least three (3) quotations from suppliers registered on the database of suppliers (SMME's).
- The cost centre clerk submits the Requisition form, quotations and other supporting documentation to the manager or person authorised by him, for approval of the capital expenditure.
- The various levels of authority required is dependent on the value of the fixed asset requested and the Delegation of Authority must be used as guidelines in this regard. Cost Centre Clerk
- Once the capital expenditure has been approved the cost centre clerk will file the last copy of the Requisition form, quotations and other supporting documentation, if any in an "Awaiting Confirmation of Acquisition" file. Cost Centre Clerk
- The cost centre clerk will submit copies 1 and 2 of the Requisition to _____.
- _____ will check the Requisition in order to confirm that:
 - The proper level of authority had been obtained
 - The asset had been budgeted against the correct cost centre and natural account code
 Cost Centre Clerk
- _____ will prepare the Purchase Order for the purchase of the requested fixed asset in triplicate and submit one copy to the supplier, one copy to the requesting cost centre and a copy Cost Centre Clerk

to _____ .

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <ul style="list-style-type: none"> ❑ Asset Management will verify the natural account code with the fixed asset category and will capture the data in the Fixed Asset Register (BAUD) in the “Awaiting Delivery ” location. | Corporate Buying |
| <ul style="list-style-type: none"> ❑ Asset Management will keep a copy of the Purchase Order in an “Awaiting Delivery” file. | Corporate Buying |
| <ul style="list-style-type: none"> ❑ When the fixed asset is delivered the cost centre clerk, or person appointed by the manager, will check the detail of the information on the Delivery Note against the detail recorded on the Purchase Order. | Corporate Buying |
| <ul style="list-style-type: none"> ❑ The cost centre clerk will submit a copy of the Delivery Note to the Asset Controller or person appointed by the Manager who is responsible to allocate barcode label numbers to the fixed assets as set out in the Procedure for the Allocation of Barcode Numbers. | Asset Management |
| <ul style="list-style-type: none"> ❑ The asset controller will record the asset barcode number and the room barcode number, in which the fixed asset will be located, on the Delivery Note. | Asset Management |
| <ul style="list-style-type: none"> ❑ The asset controller will complete the “Fixed Assets Additions and Installation” form in detail in cases where the number of fixed assets delivered makes it impractical to record the assets and room barcode numbers on the Delivery Note and attach the form to the Delivery Note. | Cost Centre Clerk |
| <ul style="list-style-type: none"> ❑ The Asset Controller will submit the completed Delivery Note and “Fixed Assets Additions and Installation” form, if any, to the cost centre clerk. | Cost Centre Clerk |
| <ul style="list-style-type: none"> ❑ The cost centre clerk will verify the number of barcode numbers allocated to the fixed assets with the number of fixed assets delivered according to the Delivery Note. | Asset Controller /
Asset Co-ordinator |
| <ul style="list-style-type: none"> ❑ The cost centre clerk will submit the Delivery Note and completed “Fixed Assets Additions and Installation” form, if any, to Asset Management for attention _____ by e-mail or fax number (0____) _____ within 48 hours after delivery of the fixed asset. If the period falls on a weekend or public holiday then the next working day. | Asset Controller /
Asset Co-ordinator |
| | Asset Controller /
Asset Co-ordinator |

- The cost centre clerk will file the original Delivery Note, Purchase Order and “Fixed Assets Additions and Installation” form, if any, in a “Confirmation of Fixed Assets Received” file.
- Asset Management will remove a copy of the Purchase Order from the “Awaiting Delivery” file on receipt of the relevant information.
- Asset Management will match the fixed asset information and price on the Delivery Note or the “Fixed Assets Additions and Installation” form, if attached, against the information on the Purchase Order.
- Asset Management will capture the relevant information on the Fixed Asset Register if the information and price is confirmed and the fact that the fixed assets have been received in good condition is confirmed.

Asset Management
- Asset Management will endorse the Delivery Note or Invoice with confirmation of the information and submit a copy of the Delivery Note within 24 hours after being received to Corporate Buying.

Asset Management
- Corporate Buying will query the supplier in order to obtain a credit note if the price is not confirmed or if not all of the fixed assets have been delivered, or delivered in good condition, before payment is made.

Corporate Buying
- Asset Management will file a copy of the Delivery Note and “Fixed Assets Additions and Installation” form in a “Confirmation of Fixed Assets Received ” file.

Asset Management
- When the invoice is received Corporate Buying will check the information against the order and the fact that the fixed assets have been received in good condition.

Corporate Buying
- The invoice will be recorded in the _____ payment journal and the payment approved.

b. ACQUISITION OF IT RELATED FIXED ASSETS

PROCEDURE

RESPONSIBILITY

Request for the procurement of IT related fixed assets

Timing – when required

- A request must be logged at the
 Call Centre for obtaining an order number for IT related equipment / services.
 User
- The user needs to fill in a “Purchase Request” form and fax it to the Call Centre.

 User
- The “Purchase Request” form resides on the Intranet and the procedure to access the form is as follows:
 Corporate Buying

 - Intranet
 - Divisions
 - Support Services
 - TS
 - IT Service Application Forms
 - Purchase Request
- The Call Centre logs a call and provides the user with a reference number.

 User

FIXED ASSETS INSTALLATION / ADDITIONS FORM

The following fixed assets were installed / relocated during the period of _____

Fixed Asset Location Information			
..... Office		Asset Controller	
Name of Building		Telephone Number	
Cost Centre Code		Fax Number	

No	Asset Bar Code #	Room Bar Code #	Asset Serial # or Vehicle Reg #	Fixed Asset Description
e.g.	B1370	R3182	8842BWZ20207	Compaq deskpro CPU
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Designation	Name and Surname	Signature	Date
Asset Controller			
Asset Management			

FIXED ASSET MANAGEMENT

POLICIES AND PROCEDURES

ALLOCATION OF BARCODE NUMBERS TO FIXED ASSETS

- 1. ALLOCATION OF BARCODE NUMBERS TO NEWLY ACQUIRED FIXED ASSETS**
- 2. INSTRUCTIONS TO AFFIX BARCODE NUMBERS TO FIXED ASSETS**
- 3. RELATED FORMS**
 - Fixed Assets Additions and Installation
 - Issuing of Barcode Numbers per Cost Centre

1. ALLOCATION OF BARCODE NUMBERS TO NEWLY ACQUIRED FIXED ASSETS

POLICY

- Each cost centre will barcode newly acquired fixed assets.**
- Each cost centre will submit the detail to Asset Management, Head Office.**
- Asset Management will update the corporate fixed asset register accordingly**

OBJECTIVE

- To ensure that all fixed assets are bar-coded.
- To ensure that all newly acquired fixed assets are bar-coded and the detail thereof recorded in the corporate Fixed Asset Register.
- To ensure that preventative measures are in place to eliminate theft, loss and misuse.

PROCEDURE

Bar coding of newly acquired fixed assets.

Timing – On delivery and acceptance of newly acquired fixed assets

- The cost centre manager will appoint in writing an asset co-ordinator or asset controller who will be responsible for the allocation of barcode numbers to newly acquired fixed assets.
- The asset controller will affix the aluminium barcode label in the prescribed manner. (Instructions on how to affix the barcode labels are attached herewith).
- The barcode labels will be obtained from Asset Management, Head Office or the appointed Regional Financial Managers, on request.
- Additional acetone solvent can be purchased from any local pharmacy if and when necessary (e.g. Parkmed Acetone).
- Asset Management and the Regional Financial Managers will register the asset barcode numbers allocated to a specific cost centre on the following form to be kept in an appropriate file:

“Issuing of Barcode Numbers per Cost Centre”
form.

- The asset controller will obtain a copy of the Purchase Order or Delivery Note from the cost centre clerk.
- The asset controller will verify the information on the Purchase Order / Delivery Note with the newly delivered fixed asset and will inspect the condition of the fixed asset.
- The asset controller will issue a barcode number to the fixed asset, if satisfied with the condition of the asset, and this number will be used for the life of the asset.
- The asset controllers will not barcode the fixed asset if the asset delivered is not the same as described on the Purchase Order / Delivery Note or if the condition of the asset is such that it cannot be accepted.

RESPONSIBILITY

Cost Centre Manager /
Manager

Asset Co-ordinator /
Asset Controller

Asset Controller /
Manager

Asset Controller /
Manager

Asset Management /
Regional Financial
Managers

Asset Controller /
Manager

Asset Controller /
Asset Co-ordinator

Asset Controller

RESPONSIBILITY

Asset Controller

- The asset controller / manager will identify the person (user) responsible for the newly acquired fixed asset.

Asset Controller
- The asset controller will identify the relevant room barcode number in which the fixed asset will be located (the room barcode number is affixed to each office or location and can be obtained from the relevant office / location or the Asset Inventory Sheet (e.g. R5507).

Asset Controller / Manager

Asset Controller
- The cost centre manager / asset controller will ensure that the fixed assets are stored in a safe environment in cases where the fixed assets are not allocated to a specific user immediately on delivery.

Asset Controller / Manager
- The room barcode number of the office / storeroom in which the fixed assets are stored, will be allocated to the fixed assets until the fixed assets are allocated to a specific user or users.

Asset Controller
- The person responsible for the office / storeroom will be responsible for the fixed assets located in that room until delivered to a specific user or users. (The fixed asset transfer / move procedure will be followed as soon as the fixed asset is allocated to a specific user or users).
- The asset controller will record the asset barcode number and room barcode number on the Delivery Note or the "Fixed Assets Additions and Installation" form.
- The asset controller will complete the "Fixed Assets Additions and Installation" form in detail in cases where the number of fixed assets delivered makes it impractical to record the assets and room barcode numbers on the Delivery Note.
- The following information will be supplied on the "Fixed Assets Additions and Installation" form:

 - Office
 - Name of Building
 - Division (Only at Head Office)
 - Cost Centre Code (e.g. 02-021)
 - New user name and surname
 - New user contact details
 - Asset Controller name and surname
 - Asset Controller contact details
 - **The barcode number allocated to the**

Asset Controller

fixed asset

- **The room barcode number indicating the physical location of the fixed asset**
- Serial number of the fixed asset, if applicable
- Description of the fixed asset

PROCEDURE

- The asset controller will submit the completed forms (the Delivery Note or the Fixed Assets Additions and Installation form) to the cost centre clerk.
- The cost centre clerk will verify that the number of barcode numbers allocated to the fixed assets are the same as the number of fixed assets delivered according to the Delivery Note.
- The asset controller will submit the completed forms (the Delivery Note or the Fixed Assets Additions and Installation form) to Asset Management, Head Office for attention _____ by e-mail or fax, number (____) _____ within 48 hours after delivery of the fixed asset. If the period falls on a weekend or public holiday then the next working day.
- The cost centre clerk will file the original Delivery Note, Purchase Order and "Fixed Assets Additions and Installation" form, if any, in a "Confirmation of Fixed Assets Received" file.
- Asset Management will remove a copy of the Purchase Order from the "Awaiting Confirmation of Fixed Assets Received" file on receipt of the relevant information.
- Asset Management will match the fixed asset information and price on the Delivery Note or the "Fixed Assets Additions and Installation" form, if attached, against the information on the Purchase Order.
- Asset Management will capture the relevant information in the corporate fixed asset register once the information and price and the fact that the fixed assets have been received in good condition is confirmed.

RESPONSIBILITY

Asset Controller

Cost Centre Clerk

Asset Controller

Asset Management

Cost Centre Clerk

Asset Management

Asset Management

Asset Management

- Asset Management will endorse the Delivery Note or Invoice with confirmation of the information and submit a copy of the Delivery Note within 24 hours after being received to Corporate Buying. Asset Management
- Corporate Buying will query the supplier in order to obtain a credit note if the price is not confirmed or if not all of the fixed assets have been delivered, or delivered in good condition, before payment is made. Corporate Buying
- Asset Management will file a copy of the Delivery Note and “Fixed Assets Additions and Installation” form in a “Confirmation of Fixed Assets Received ” file. Asset Management
- When the invoice is received Corporate Buying will check the information against the order and the fact that the fixed assets have been received in good condition. Corporate Buying
- The invoice will be recorded in the Dynamics payment journal and the payment approved. Corporate Buying

3. INSTRUCTIONS TO AFFIX ALUMINUM BARCODE LABELS

You have received aluminum Barcode labels, which can be considered as the heart of the Fixed Asset Management System. The labels have a hard-wearing scratch resistant finish and will stick to almost any surface.

A thin white grease paper protects the back of the barcode label. Remove the grease paper. Make sure that the surface where the label is to be applied is reasonably smooth, dry, clean and grease free before the label is applied.

The adhesive on the back of the barcode labels is activated by industrial acetone. Additional acetone solvent can be procured from any local pharmacy when and if necessary (e.g. Parkmed Acetone).

To achieve this, pour some acetone solvent into a plastic or glass holder with a sponge. The sponge will prevent spillage and evaporation of the acetone solvent. Douse the label liberally within the acetone solvent.

Hold the label by the edge between thumb and index finger in exactly the grip with which you are going to affix it. Dunk it into the activator (acetone) for about 8 seconds. Take it out, but do not affix it yet.

After approximately 8 to 10 seconds the adhesive will become tacky. A fingertip touch will cause the adhesive to come away in long strings – almost like hot toffee.

Place the label in position and without moving it laterally, press it firmly into place. (Firmly, but not hard.) The pressure is aimed at expelling all air between the label and the surface.

Be extremely careful for spillage of the acetone solvent on plastic surfaces. If you smear the brown adhesive, use the solvent (acetone) to clean up.

Form labels to curved surfaces before applying solvent. Remember that the curve must be a perfect fit, as the wet adhesive will not be strong enough to overcome the curve memory of the label.

Allow the adhesive to cure for approximately 8-20 hours. Do not disturb the label in any way during this time.

The Barcode label must be affixed as follows;

- ❑ Chairs, facing the back of the chair on the right hand side in the most suitable position, preferably not on the material or a removable part
- ❑ Desks, facing the front of the desk under the ledge on the right hand corner
- ❑ Cupboards, facing the cupboard on the top right hand corner
- ❑ PC-s, printers, monitors on the top right hand corner
- ❑ Vehicles, opening the driver's door on the inside of the vehicle frame on the right hand side
- ❑ All items other than those listed above, facing the item on the right hand, top corner.

Avoid the following:

- ❑ Labelling over the serial number of the fixed asset

- ❑ Labelling sides, which could be moved against a wall or other fixed assets
- ❑ Labelling where it is difficult to find or scan
- ❑ Labelling low on the ground
- ❑ Labelling higher than 2.3m above the floor surface
- ❑ Labelling on top of the asset surface where accidental damage could occur
- ❑ Labelling a replaceable part of the asset (e.g. drawer, door), label the major part of the asset.

FIXED ASSETS ADDITIONS / INSTALLATION FORM

Fixed Asset Location Information			
Cost Centre (..... Office)		Manager	
Cost Centre Code (02-021)		Telephone Number	
Name of Building		Asset Controller	
Division (Only Head Office)		Telephone Number	

N o	Asset Bar Code #	Room Bar Code #	Asset Serial #	Fixed Asset Description
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Designation	Name and Surname	Signature	Date
Asset Controller			
Asset Management			

FIXED ASSET MANAGEMENT

POLICIES AND PROCEDURES

**WRITING OFF AND DISPOSAL OF REDUNDANT, OBSOLETE OR UNSERVICEABLE
FIXED ASSETS**

**WRITING OFF AND DISPOSAL OF REDUNDANT, OBSOLETE OR UNSERVICEABLE
FIXED ASSETS**

**Request for the writing off and disposal of redundant, obsolete or unserviceable fixed
assets**

1. WRITING OFF AND DISPOSAL OF REDUNDANT, OBSOLETE OR UNSERVICEABLE FIXED ASSETS

POLICY

- ❑ The authority to make decisions and submit recommendations to Asset Management on redundant, obsolete and unserviceable furniture and equipment (fixed assets) rests with the _____ at each office.
- ❑ All fixed assets disposed of will be disposed of on open tender.

1.1 REQUEST FOR THE WRITING OFF AND DISPOSAL OF REDUNDANT, OBSOLETE OR UNSERVICEABLE FIXED ASSETS

OBJECTIVE

- ❑ To ensure that fixed assets are not written off and disposed of without proper authorisation.
- ❑ To ensure that a record is kept of all written off and disposed fixed assets.
- ❑ To ensure that all assets disposed of are disposed of on open tender.
- ❑ To ensure that the corporate fixed asset register is updated accordingly.

PROCEDURE

2.1.1 Request for the writing off and disposal of redundant, obsolete or unserviceable fixed assets.

Timing – when required

- ❑ The authority to make decisions and submit recommendations to Asset Management on redundant, obsolete and unserviceable fixed assets (e.g. furniture, fittings and IT equipment) rests with the _____ at each office, which should consist of a Manager and two other senior people, on at least a salary level X.

RESPONSIBILITY

Disposal Committee

Cost Centre Manager

- An asset controller will be appointed at each office (Cost Centre) that will be responsible to handle the disposal of the obsolete / redundant / unserviceable fixed assets.

Manager /
Asset Co-ordinator
- Whenever a manager wishes to dispose of fixed assets within a Cost Centre, the following request form must be completed in detail,
- **“Fixed Assets Disposal Request”** form.

Manager /
Asset Co-ordinator
- The following information must be entered in detail:

 - Office
 - Name of Building
 - Cost Centre
 - Cost Centre Code
 - Manager requesting disposal
 - Date requested
 - Room Barcode Number
 - Asset Barcode Number
 - Description of fixed asset
 - Reason for Disposal (e.g. stolen, lost, obsolete, unserviceable, surplus)
 - Condition of asset (serviceable or scrap)

Manager /
Asset Co-ordinator
- A separate Fixed Assets Disposal Request **must** be completed in the case of the disposal of IT related equipment and the following additional information must be supplied:

 - Make and model e.g. IBM 486
 - Serial Number
- The form resides on the Intranet and the procedure to access the form is as follows:

Manager /
Asset Co-ordinator

 - Divisions
 - Support Services
 - Finance
 - Asset Management
 - Procedures
- The manager / asset co-ordinator requesting the disposal of the fixed assets will record the asset bar code number of each asset and will determine the reason for the disposal and whether the fixed asset is obsolete / surplus or lost / stolen.

Manager /
Asset Co-ordinator
- The claims procedure as set out in the Claims Procedural Manual

Manager

- should be adhered to in the case of theft of fixed assets.
- Manager
- The manager will sign and submit the completed “**Fixed Asset Disposal Request**” form to the asset controller.
- The asset co-ordinator will file a copy of the request in an “Awaiting confirmation of fixed assets disposal” file.

Asset Co-ordinator
 - The manager / asset co-ordinator requesting the disposal of the fixed assets will ensure that the relevant fixed assets are stored separately from any existing fixed assets, awaiting confirmation of the fixed asset disposal request.

Manager /
Asset Co-ordinator

Asset Controller
 - The asset controller will satisfy himself by inspection of the fixed assets that the condition of a particular fixed asset is such that it should be written off and disposed of as:
 - Redundant
 - Surplus
 - Obsolete
 - Unserviceable

Asset Controller
 - The asset controller will file **a copy of the request** in an “Awaiting confirmation of fixed assets disposal” file.

Disposal Committee
 - The asset controller will submit the original completed “Fixed Asset Disposal Request” form to the Disposal Committee for approval.

Disposal Committee
 - The Disposal Committee will make a recommendation for the distribution of the fixed assets to other offices, if the reason for the disposal of the fixed assets is surplus or obsolete.

RESPONSIBILITY

Disposal Committee

PROCEDURE

- The Disposal Committee will approve the disposal of the fixed assets by signing the Asset Disposal Request form. The decision of the Disposal

Asset Controller

- Committee, as well as special requirements, if any, will be recorded on the Asset Disposal Request form. Asset Controller
- The Disposal Committee will submit the approved Asset Disposal Request form to the appointed asset controller. Asset Controller
 - The asset controller will file the original signed off “Asset Disposal Request” form in the “Awaiting Confirmation of fixed asset disposal” file. Asset Management
 - The asset controller will submit the approved request _____ to _____: Asset Management (Head Office) for approval of the disposal of the fixed assets, via e-mail or fax, number (____). Asset Management
 - Asset Management will submit information with regard to IT related equipment to _____, for recommendation of disposal thereof and special requirements or conditions, if any. Asset Management
 - Asset Management will review the recommendation for the disposal of fixed assets (e.g. furniture, fittings, IT equipment) and if there is no requirement to use the fixed assets elsewhere, will grant approval for the disposal of the fixed assets. Asset Management
 - Asset Management will submit the approved request with special requirements or conditions, if any, to the requesting Asset Controller, via e-mail or fax. Asset Controller
 - Asset Management will file the original “Asset Disposal Request” form in the “Awaiting Confirmation of the fixed assets disposal” file. Asset Controller
 - If the decision is made that the fixed assets can be used elsewhere, the requesting Asset Controller will follow the procedure for the transfer / move of fixed assets.
 - The asset controller requesting the disposal of fixed assets will arrange a time and place for viewing of the fixed assets and will submit the relevant information to the Tender Board,/ _____ via fax.
 - The Tender Board/_____ will prepare an official tender document for the invitation to tender.

- The Tender Board/_____ will submit the official tender document to the requesting asset controller, for review of the information and approval thereof.

.....
Tender Board /
Asset Controller
- The Tender Board/_____ will follow the normal tender process for the disposal of obsolete / redundant equipment and this procedure should be read in conjunction with the tender/_____ procedure.

.....
Tender Board

Asset Controller
- When a bid is accepted, payment will be made within one (1) week and the receipt presented to the appointed Asset Controller.

RESPONSIBILITY

Asset Controller /
Manager
- PROCEDURE**

□ The following information is required when a payment is made:

 - Date of payment
 - Division and cost centre code (e.g. 02-021)
 - Amount paid

Asset Controller /
Manager
- The Asset Controller will enter the amount of the proceeds on the original “Fixed Assets Disposal Request” form and submit a copy of the form and a copy of the receipt to the requesting Manager for sign-off.

Asset Co-ordinator
- The Manager will submit a copy of the signed-off request and a copy of the receipt to the asset co-ordinator.

Manager
- The asset co-ordinator will remove the request from the “Awaiting confirmation of the fixed assets disposal” file and file copies of the signed-off request in a “Confirmation of fixed assets disposal ” file.

Asset Controller
- The requesting manager / asset co-ordinator will update the Asset Inventory Sheet accordingly by means of a pencil.

Asset Management
- The asset controller will submit the signed-off request to _____ Asset Management, via fax number (____) _____.

Asset Management
- The asset controller will grant permission to remove the particular fixed assets from the building by signing the bid form.

Disposal Committee

- The Disposal Committee must ensure that the approved policy and the following conditions of sale are adhered to at all times:
 - Hard disks must be removed from the central processing unit and all data on it must be erased
 - All items are sold “voetstoots”
 - The highest bid will be accepted if above the reserve price
 - All prices (reserve or bid) will include VAT
 - No item will be removed before full payment is made
- Asset Controller
- The tenderer will be responsible for the transport and removal of the fixed assets from the premises, within one (1) week after payment has been made. When the last day falls on a Saturday, Sunday or Public Holiday the last day shall be the following working day.
- Asset Management
- Asset Management matches the information with a copy of the “Fixed Assets Disposal Request” form on file and updates the Fixed Asset Register with details of the disposal including the amount of the proceeds.
 - Asset Management will file the request in the “Confirmation of fixed assets disposal” file per cost centre.

FIXED ASSET DISPOSAL REQUEST FORM

Division (Only Head Office)		Manager (Requesting)	
Cost Centre (Office)		Telephone Number	()
Name of Building		Asset Controller	
Cost Centre Code (02-021)		Telephone Number	()

N o	Asset Bar Code #	Fixed Asset Description (as per Asset Inventory Sheet)	Condition of Asset	Reason for Disposal
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REQUEST FOR FIXED ASSET DISPOSAL

Designation	Full Name and Surname	Signature	Date
Manager Requesting Disposal			
Asset Controller (Cost Centre)			

FIXED ASSET DISPOSAL APPROVED BY DISPOSAL COMMITTEE

Designation	Full Name and Surname	Signature	Date
Chairperson			

Member			
Member			

FIXED ASSET DISPOSAL APPROVAL			
Designation	Full Name and Surname	Signature	Date
TSD Representative -IT Equipment			
Asset Manager (Head Office)			

FIXED ASSET MANAGEMENT

POLICIES AND PROCEDURES

FOR

MAINTAINING THE CORPORATE FIXED ASSET REGISTER

1. MAINTAINING THE CORPORATE FIXED ASSET REGISTER

POLICY

- ❑ Asset Management: Head Office keeps a record of all fixed assets by means of a Fixed Asset Register.
- ❑ All new fixed assets obtained with a value of more that R500.00 is recorded in the Fixed Asset Register.
- ❑ An accurate record is kept of all transfers or movements of fixed assets in order to indicate which individual / Cost Centre used a particular asset at any given time in order to determine the location and responsibility of the fixed assets at all times.
- ❑ Cost Centre Managers are responsible to ensure that the information with regard to the acquisition / transfer / move and disposal of fixed assets, within the officials' area of responsibility, are communicated to _____ Asset Management, Head Office.

OBJECTIVE

- ❑ To ensure and facilitate efficient asset management of corporate fixed assets.
- ❑ To ensure compliance with the’ accounting policy and the _____.
- ❑ To ensure that a record is kept of all fixed assets.
- ❑ To ensure the efficient control and use of fixed assets.

MAINTENANCE OF THE FIXED ASSET REGISTER

Timing – **when required**

PROCEDURE

RESPONSIBILITY

□ The maintenance of the corporate fixed asset register is the responsibility of _____: Asset Management, Head Office.

Asset Manager

□ It is the responsibility of each _____ manager / asset co-ordinator to submit adequate data to Asset Management in order to record the acquisition, transfer / move, disposal of fixed assets on the corporate Fixed Asset Register.

.....
Manager /
Asset Co-ordinator

□ Asset Management will obtain the data to fulfil this responsibility from various sources. These sources will include standard documents implemented to record the acquisition, transfer / move, disposal of fixed assets. These forms are as follows:

.....
Manager /
Asset Co-ordinator /
Asset Controller

- Purchase Order
- Invoice
- Delivery Note
- Fixed Assets Additions and Installation form
- Permanent Transfer / Move of Fixed Assets Sign-Off Form
- Asset Disposal Request form

.....
Manager /
Asset Controller

□ A Fixed Assets Additions and Installation form is submitted each time a new fixed asset is acquired and the following data is entered on the Fixed Asset Register:

- The barcode number allocated to the fixed asset
- The room barcode
- Serial number of the fixed asset, if applicable
- Description of the fixed asset

□ A Delivery Note / Goods Received Note (CER) is submitted each time a newly acquired fixed asset is delivered and the following data is entered on the Fixed Asset Register:

.....
Manager /
Asset Co-ordinator

- Cost Centre
- Supplier Name
- Cost Price of Fixed Asset
- Serial Number, if applicable

□ An Asset Transfer / Move form is received each time a fixed asset is permanently transferred / moved from one location (office) to a new location. The following data is captured in the Fixed Asset Register:

.....
Manager /
Asset Co-ordinator /

- Asset Barcode Number (transferring)
- Room Barcode Number of new location

- A Fixed Asset Disposal Request form is completed whenever fixed assets are disposed of by and the following data is entered on the Fixed Asset Register:
 - Date requested
 - Room Barcode Number
 - Asset Barcode Number
 - Cost Centre
 - Reason for Disposal (e.g. lost, obsolete, unserviceable, surplus)
 - Condition of asset (serviceable or scrap)
 - The amount realised from the disposal

- A separate form will be completed in the case of the disposal of IT related equipment and the following additional information will be supplied:
 - Fixed Asset Description e.g. PC, Printer, Screen
 - Make and model e.g. IBM 486
 - Serial Number

- The Fixed Asset Register will periodically be updated with data obtained from fixed asset audits scheduled by Asset Management. These audits will be part of a programme of continuous fixed assets presence verification.

Asset Management

- After a fixed asset audit the Asset Manager will report on the following discrepancies:
 - Fixed asset found, but not recorded on the Asset Inventory Sheet, not bar-coded
 - Fixed assets not found during the fixed asset audit
 - Fixed assets in the wrong location

- A comparison will be made between the Fixed Asset Register and the actual values in the General Ledger fixed assets account and the result will be reported on.

Asset Management /
Financial Division

POLICIES AND PROCEDURES

FOR

TRANSFER / MOVE OF FIXED ASSETS

1. PERMANENT TRANSFER / MOVE OF FIXED ASSETS

Request for the permanent transfer / move of non-IT related fixed assets

Request for the permanent transfer / move of IT-related fixed assets (Workstation (PC) / Printer / Monitor)

2. TEMPORARY TRANSFER / MOVE OF FIXED ASSETS

1. PERMANENT TRANSFER / MOVE OF FIXED ASSETS

POLICY

- ❑ Asset Management: Head Office keeps a record of all fixed assets in by means of a Fixed Asset Register and keeps a record of all changes.
- ❑ An accurate record is kept of all transfers or movements of fixed assets in order to indicate which individual / Cost Centre used a particular asset at any given time in order to determine responsibility at all times.
- ❑ Cost Centre Managers are responsible to ensure that no assets, within the officials’ area of responsibility, are transferred / moved, within or between Cost Centres, without proper authorisation.

OBJECTIVE

- ❑ To ensure that fixed assets are not transferred / moved without proper authorisation.
- ❑ To ensure that a record is kept of all transferred / moved fixed assets.
- ❑ To ensure the efficient control and use of fixed assets.
- ❑ To ensure that fixed assets are traceable at any given time.
- ❑ To ensure the safeguarding of fixed assets.

1.1 REQUEST FOR THE PERMANENT TRANSFER / MOVE OF NON-IT RELATED FIXED ASSETS

PROCEDURE

RESPONSIBILITY

Request for the permanent transfer / move of non-IT related fixed assets.

Timing – when required

- ❑ Whenever a **non-IT related fixed asset** is permanently transferred / moved (relocated) within the same Cost Centre or between Cost Centres, the following request form must be completed in detail,
 - **“Fixed Asset Transfer / Move Sign-off”** form.
- ❑ The form resides on all primary servers countrywide on the Intranet and the procedure to access the form is as

Asset User

Asset User /
Asset Co-ordinator

follows:

- Intranet
 - Divisions
 - Support Services
 - Finance
 - Asset Management
 - Procedures
-
- The user may attach and refer to a copy of the existing Asset Inventory Sheet in case of the transfer / move of a number of fixed assets without duplicating all or most of the information.

Asset User /
Asset Co-ordinator

 - The user will submit the official request form for review and approval thereof to the cost centre manager in case where the fixed assets are transferred / moved from one cost centre to another.

Asset User /
Manager

 - The application is reviewed, and the transfer / move of the fixed assets approved.

Cost Centre Manager /
Manager

 - The official request with a copy of the Asset Inventory Sheet, if attached, is filed in a **“Fixed Asset Transfer / Move (Out)”** file, in order to keep record of all the fixed assets transferred / moved from a specific cost centre.

Asset Co-ordinator

 - In case of fixed assets transferred / moved to **another cost centre**, a copy of the official request, as well as a copy of the Asset Inventory Sheet, if attached, is submitted to the new user or the receiving asset co-ordinator at the new location (receiving), via fax or hand.

New User /
Asset Co-ordinator
(Requesting)

 - The asset bar code information is verified with the bar code on the fixed asset and the new cost centre-, user- and room barcode information updated on the right hand side of the,

New Asset User /
Asset Co-ordinator
(Receiving)

 - ▣ **“Fixed Asset Transfer / Move Sign-Off”** Form

 - The cost centre-, user-, asset- and location barcode information is verified and the form signed-off.

New Asset User /
Asset Co-ordinator
(Receiving)

 - The completed **“Fixed Asset Transfer / Move Sign-Off”** form, is submitted with copies of the Asset Inventory Sheet, if attached, to the appointed Asset Co-ordinator, via fax or hand.

New Asset User

- The official request with a copy of the Asset Inventory Sheet, if attached, is filed in a “Fixed Asset Transfer / Move (IN)” file, in order to keep a record of all fixed assets transferred / moved to a specific cost centre.

Asset Co-ordinator
(Receiving)

- The appointed asset co-ordinator will submit on a **monthly** basis, the detail with regard to fixed assets that were transferred / moved **within a specific cost centre** using the following form:

 - **“Fixed Assets Installation and Additions”** form

Asset Co-ordinator
(Requesting and Receiving)

- The “Fixed Assets Installation and Additions” **Form** is submitted to Heleen Dednam at **Facilities and Service Management**, Asset Management, Head Office via hand or fax, number (012) 422 4010.

- On receipt of the **“Fixed Assets Installation and Additions”** form the data is verified with the data on the Fixed Asset Register and the register updated with the latest information.

Asset Management:
Head Office

- The **“Fixed Assets Installation and Additions”** form is filed in an appropriate file per cost centre, in order to keep a record of all fixed assets transferred / moved within a specific cost centre.

Asset Management:
Head Office

FIXED ASSET TRANSFER / MOVE SIGN-OFF FORM

Purpose of Request:	
----------------------------	--

Current Location / User Information		New Location / User Information	
..... Office	 Office	
Name of Building		Name of Building	
Cost Centre Code (02-019)		Cost Centre Code (03-031)	
Floor Number		Floor Number	
Room Number		Room Number	
Room Barcode Number		Room Barcode Number	

User: Full Name & Surname	
Telephone # / Extension	()
Asset Co-ordinator: Full Name & Surname	
Telephone # / Extension	()

User: Full Name & Surname	
Telephone # / Extension	()
Asset Co-ordinator: Full Name & Surname	
Telephone # / Extension	()

No	Asset Bar Code #	Fixed Asset Description (as per Asset Inventory Sheet)
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Transfer/ Move of Fixed Assets Sign Off			
Designation	Name	Signature	Date
Current User			
Cost Centre Manager / Manager			
New Asset User (Receiving)			
Project Manager			
Asset Manager			

FIXED ASSETS INSTALLATION / ADDITIONS FORM

The following fixed assets were installed / relocated during the period of _____

Fixed Asset Location Information			
..... Office		Asset Controller	
Name of Building		Telephone Number	
Cost Centre Code		Fax Number	

No	Asset Bar Code #	Room Bar Code #	Asset Serial # or Vehicle Reg #	Fixed Asset Description
e.g.	B1370	R3182	8842BWZ20207	Compaq deskpro CPU
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Designation	Name and Surname	Signature	Date
Asset Co-ordinator			
Asset Management			

1.2 REQUEST FOR THE PERMANENT TRANSFER / MOVE / INSTALLATION OF IT-RELATED FIXED ASSETS (WORKSTATION (PC) / PRINTER / MONITOR)

PROCEDURE

Request for the permanent transfer / move / installation of IT- related fixed assets (workstation (PC) / printer / monitor).

Timing – when required

- Whenever an **IT-related asset** is permanently transferred / moved (relocated) or installed within the same Cost Centre or between Cost Centres, the following request form must be completed in detail,
 - **“Relocation and Network Connection”** form
or
 - **“Installation Request”** form
- The official request is submitted to the Cost Centre Manager for approval.
- The application is reviewed and the asset transfer /

RESPONSIBILITY

Asset User /
Technical Support Co-ordinator

Asset User /
Technical Support Co-ordinator

Cost Centre Manager

move approved.

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> □ The completed form is submitted to the Call Centre via fax or hand, in order to log a request for the relocation of an IT related asset. | <p>Technical Support Co-ordinator</p> |
| <ul style="list-style-type: none"> □ A Call Centre reference number is allocated to the request, which serves as confirmation for the relocation of the asset. | <p>Call Centre</p> |
| <ul style="list-style-type: none"> □ The completed Relocation and Network Connection form is submitted to Rick Venter, Project Manager (TSD Data Service): Head office, via hand or fax, number (012) 422 6149. | <p>Call Centre</p> |
| <ul style="list-style-type: none"> □ IT-related fixed assets may only be transferred / moved with proper authorisation and under supervision. | <p>Technical Support Co-ordinator</p> |
| <ul style="list-style-type: none"> □ The fixed asset bar code information is verified with the bar code on the fixed asset, during the transfer / move and the new Cost Centre-, user- and location information updated on the, <ul style="list-style-type: none"> ▫ “Jobsheet” form. | <p>Technical Support Co-ordinator /
Asset User</p> |
| <ul style="list-style-type: none"> □ The new Cost Centre-, user-, asset - and location bar code information is verified and the transfer / move of the fixed asset is signed-off on the, <ul style="list-style-type: none"> ▫ “Jobsheet” form. | <p>Technical Support Co-ordinator /
Asset User /
Asset Co-ordinator</p> |
| <ul style="list-style-type: none"> □ The completed “Jobsheet” is submitted to _____, via hand or fax, number (____) _____. | <p>Technical Support Co-ordinator
(Receiving)</p> |
| <ul style="list-style-type: none"> □ The transfer / move of the fixed asset is verified, after which the “Jobsheet” is submitted to _____, Asset Management: Head Office via _____ | <p>Project Manager (TSD Data Service)</p> |
| <ul style="list-style-type: none"> □ On receipt of the “Jobsheet” the asset-data is verified with the data on the Fixed Asset Register and the register is updated with the latest fixed asset information. | <p>Facilities and Service Management (Asset Management): Head Office</p> |
| <ul style="list-style-type: none"> □ The completed “Workstation (PC) / Printer move (relocation)” or “Hardware Installation” form is filed in an appropriate file <u>per cost centre</u>, on completion of the transfer / move of the fixed assets, in order to keep a record of all fixed assets transferred / moved within a specific cost centre. | <p>Asset Co-ordinator
(Requesting and Receiving)</p> |

JOBSHEET

Applix Ref # or Project #		Domain Name	
Purpose of Request:			
Personal Computer Information		Current User Information	
PC Make		User Full Name	
PC Model		User Surname	
PC Barcode #		User ID Number	
PC Serial #		User Logon Name (SP ID)	
Printer Information		New User Information	
Printer Make		User Full Name	
Printer Model		User Surname	
Printer Barcode #		User ID Number	
Printer Serial #		User Logon Name (SP ID)	
Monitor Information		Other Information	
Monitor Make		Description & Make	
Monitor Model		Model	
Monitor Barcode #		Barcode #	
Monitor Serial #		Serial #	

Previous Workstation Information	
Building / Block Name	
Cost Centre Code	
Floor Number	
Room Barcode #	
Room Number	
Telephone # / Extension	
Network Wall Box #	
Computer Name	
IP Address	
Mac Address	

New Workstation Information	
Building / Block Name	
Cost Centre Code	
Floor Number	
Room Barcode #	
Room Number	
Telephone # / Extension	
Network Wall Box #	
Computer Name	
IP Address	
Mac Address	
Mainframe LU	
Mainframe Printer LU	
Print Destination IP	

Check List	Yes / No
Successful Test Print from any Office Application Printer	
Successful Mainframe Test Print	
User can connect to Mainframe	
64 Mb RAM installed	
Standard Workstation Software is Installed	
..... Domain Admins have full Admin rights on local Wkstn.	

No Illegal software is installed	
Profiles installed and Tested (F & G Drive Auto Mappings)	
NetWizard installation	
Centennial Software Installed	
E Mail setup, user must send and receive mail (If Applicable)	
NTFS Partition on C Drive	

Workstation Sign Off			
Designation	Name	Signature	Date
Technician (Checked List)			
New End User			
Project Manager			
Asset Manager (Head Office)			

2. TEMPORARY TRANSFER / MOVE OF FIXED ASSETS

2.1 REQUEST FOR THE TEMPORARY TRANSFER / MOVE OF FIXED ASSETS FOR REPAIRS, LOAN ETC.

POLICY

- Each Cost Centre Manager / Manager is responsible to ensure that accurate records and controls are maintained of assets moved on a temporary basis.
- Each asset user and Asset Co-ordinator is responsible to maintain accurate records and controls of assets moved on a temporary basis.
- Each Cost Centre Manager / Manager is responsible to ensure that no assets, within the officials' area of responsibility, are temporary transferred / moved, within or between Cost Centres, without adequate records and controls.

OBJECTIVE

- To ensure that fixed assets are not temporary transferred / moved without adequate records and controls.
- To ensure that a record is kept of all temporary transfer / move of fixed assets.
- To ensure the efficient control and use of fixed assets.
- To ensure the safeguarding of fixed assets.

PROCEDURE

Request for the temporary transfer / move of fixed assets.

Timing – when required

- Whenever a **fixed asset** is temporary transferred /

RESPONSIBILITY

Asset User /
Asset Co-ordinator

moved (relocated) within the same Cost Centre or between Cost Centres, the following request form must be completed in detail;

Asset User /
Asset Co-ordinator

- ☐ **“Temporary fixed asset transfer / move” form.**
- ☐ The original request form is submitted to the Cost Centre Asset Co-ordinator. A copy of the request is filed behind the office door with the Asset Inventory sheet for future reference and audit purposes.
- ☐ The Asset Co-ordinator must file the original request form in the
 - ☐ **“Temporary fixed asset transfer / move” (OUT) file**
- ☐ The asset user must sign the form accepting the return of the fixed asset and must inform the Asset Co-ordinator on return of the fixed asset.
- ☐ The Asset Co-ordinator must remove the original request from the “Temporary fixed asset transfer / move” (OUT) file.

Asset User

Asset Co-ordinator

Asset User

Asset Co-ordinator

TEMPORARY FIXED ASSET TRANSFER / MOVE FORM

Purpose of Request:	
----------------------------	--

Current Location / User Information		New Location / User Information	
..... Office	 Office	
Name of Building		Name of Building	
Cost Centre Code (02-019)		Cost Centre Code (03-031)	
Floor Number		Floor Number	
Room Number		Room Number	
Room Barcode Number		Room Barcode Number	
User: Full Name & Surname		User: Full Name & Surname	
Telephone # / Extension ()		Telephone # / Extension ()	

Asset Co-ordinator: Full Name & Surname	
Telephone # / Extension	()

Asset Co-ordinator: Full Name & Surname	
Telephone # / Extension	()

No	Asset Bar Code #	Fixed Asset Description (as per Asset Inventory Sheet)
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Temporary Fixed Asset Transfer/ Move Sign Off			
Designation	Name	Signature	Date

Current User			
Asset Co-ordinator (Transferring)			
New User (Receiving)			
User Accepting Return of Asset			