

ASSET ACQUISITION NOTIFICATION FORM

To be completed following the capitalisation of an asset over £25,000



UNIVERSITY OF LEEDS

Finance

To:	Andy Trimble
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From:	Clive R Smith, Treasury Manager
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PART 1	
Treasury Management have capitalised the following asset on the Central Asset Register which relates to your Faculty/School/Service.	
Central Asset Number:	701171
Central Asset Description:	HPLC, SP Analytical
Purchase Order Number:	4900000037
Cost:	£47,994.31
Date Capitalised:	01.10.2012
Asset Life (for depreciation):	10 years

PART 2	
Please ensure the Central Asset Number quoted above is included on your Faculty/School/Service inventory record to assist cross referencing between the two registers. Please complete the following details and return the completed form.	
Local Asset Number:	FD 1010 5930
Local Asset Description:	HPLC, SP Analytical
SAP Equipment Number:	1010 5930
SAP Inventory Location:	1-086-0163

PART 3	
Please check the following and state date of completion to assist cross-referencing between the Central Asset Register and the SAP Inventory.	
Asset Number added to Inventory record	
Cost of asset on Central Asset Register agreed to Inventory record	

INSTRUCTIONS ON COMPLETION:

- PART 1 OF THE FORM REQUIRES COMPLETION BY TREASURY MANAGEMENT
- PART 2 AND PART 3 OF THE FORM REQUIRE COMPLETION BY FACULTY/SCHOOL/SERVICE
- FOLLOWING COMPLETION OF PART 2 AND PART 3 OF THE FORM PLEASE RETURN TO: Lai Ash - Treasury
 email : l.ash@adm.leeds.ac.uk
 tel : 0113 3436043
 fax : 0113 3436021