

University of Tasmania
New Asset Register Form



Authorisation			
Budget Centre Code:			
Input Prepared By:		Date:	
Authorised By (name):			
Signature:		Date:	

Asset Description:			
Serial No:		Model No:	
Brand:		Date of Purchase:	
Method of Purchase: <i>(Purchase Order, M/Card, IDR)</i>		Supplier/Supplier No:	
Invoice No:		Cost per item (ex GST) \$:	
Campus:		Building:	
Room:		End User (if computer):	

To be completed by budget centre IT Staff ONLY:			
Staff ID No:		Phone Number:	
Email:			
Network Name:		RAM (MB):	
Hard Drive (GB):		System:	
JT Number:		IP Address:	
MAC Address:		Printer IP Address:	
Printer:			
Software Installed <i>(with licence no. if appropriate)</i>			

Return Form to:

- Asset Officer, Property Services, Private Bag 35, Hobart

Property Services Use ONLY	
Asset No:	
Barcode No:	