

### **Asset Register Form**

The asset register form is to be used by Colleges / University Services to record details of all their assets

The University's financial package (Agresso) only records details of asset that are of value £50,000 plus for research assets a  
It is therefore important that colleges / university services keep detail records of all assets that they hold

### **Important**

Please contact the finance office if any assets are disposed of

and £25,000 plus for everything else.

**College / University Services - Asset Register Form**

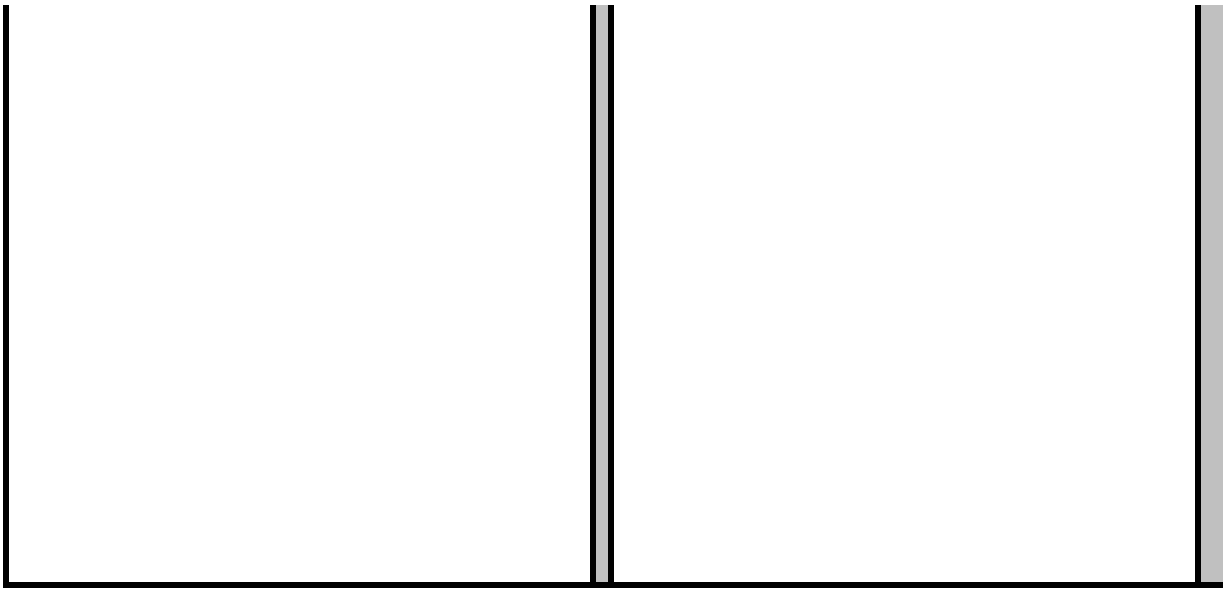
College / US information			
College / US	School / Research Institute / US Division	Agresso cost centre	Asset No.



Details of Asset			
Description of Asset (including model Number)	Serial Number	Supplier	Manufacturer



Details of Purchase				Details of cost of asset			
Purchase Order Number	Date of Delivery	Supplier's Invoice Number	Agresso Project Number asset held against	Cost of Asset (Net)	Vat	Total cost of asset (Gross)	Value of asset (if donated)





Asset location / keeper			Disposal Information			
Building	Room Number	Asset Keeper	Disposal Date	Method of disposal	Sale Price	Finance office informed

