**Asset Registration Fo**

## The item that you have accepted delivery of and signed for at chemistry stores requires asset registration.

## The information that you provide on this form is required in accordance with the University of Glasgow Finance Office regulations and should be as accurate as possible.

### Please fill in the details below and return to Room A4-22

**Purchase Order No. …………………………………………………………………...**

**Supplier ..………………………………………………………………………………**

**Date of Delivery ……………………………………………………………………….**

**Description of item including ;**

**Model Number …………………………………………………………......................**

**Serial Number …………………………………………………………..........………..**

**Room Number (Location of asset ) …………………………………………………..**

**Asset Keeper ( Person responsible for asset ) ……………………………………….**

**Signature of Asset Keeper …………………………….......... Date ………….........**

**The Finance Office requires distinguishing between items costing less than £5,000 and those costing £5,000 or more. By ‘ item’ it is meant the whole finished article.**

**Less than £5,000 / £5,000 or more. ( Delete as applicable)**

**\* Please find enclosed self adhesive Asset Registration Label(s).**

**Peel and attach label(s) to item as close as possible to (but not covering) the model/serial numbers.**

**If further labels are required contact chemistry stores. Room C2-04a. Ext. 4388.**

**Tick box when item has been labelled.**

**For office use only.**

**Asset No.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_