



UNIVERSITY
OF TASMANIA

Asset Management Services

Asset No.

Barcode no.

AMS USE ONLY

New Asset Register Form

Faculty/School & Budget Centre Code _____

Input Prepared By _____ Date _____

Authorised By _____
(Name and Title in full)

Signature _____ Date _____

Asset Description

Serial No. _____ Model No. _____

Brand _____ Date of Purchase _____

Method of Purchase. _____ Supplier/Supplier No. _____
(Purchase Order, M/Card, IDR etc.)

Invoice No. _____ Cost per Item (ex gst) \$ _____

Campus _____ Building _____

Room _____ End User _____
(Computer Reference)

To be completed by Faculty/School IT staff only.

Staff ID No. _____ Phone Number _____ Email _____

Network Name _____ RAM (Mb) _____ Hard Drive (Gb) _____

System _____ JT Number _____ IP Address _____

MAC Address _____ Printer _____ Printer IP Address _____

Software Installed (with licence no. if appropriate) _____

Please return this form to:

***Asset & Property Officer
Asset Management Services
Locked Bag 1365
Launceston***