



# HARDCAT FIXED ASSET FORM

## ASSET ADDITION

**DEPARTMENT:**

**BUSINESS UNIT:**

### ASSET IDENTIFICATION

**BARCODE NUMBER:**

**SERIAL NUMBER**

### NEW USER

**RESPONSIBILITY:**

**RESPONSIBLE PERSON NAME:**

**PERSAL NO:**

**LOCATION**

**SIGNATURE:**

**DATE**  /  /

### FIXED ASSET PARTICULARS

<b>PURCHASE ORDER No:</b>	<input style="width: 95%; height: 20px;" type="text"/>	<b>INVOICE NO:</b>	<input style="width: 95%; height: 20px;" type="text"/>
<b>ASSET CATEGORY:</b>	<input style="width: 95%; height: 25px;" type="text"/>		
<b>ASSET DESCRIPTION:</b>	<input style="width: 95%; height: 25px;" type="text"/>		
<b>PURCHASE PRICE:</b>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/> - <input style="width: 100px; height: 20px;" type="text"/>
<b>WARRANTY DURATION:</b>			<b>START DATE:</b> <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>
<b>CHASSIS No/ ENGINE NO:</b>	<input style="width: 95%; height: 25px;" type="text"/>		
<b>REGISTRATION NO:</b>			<b>COLOUR</b> <input style="width: 150px; height: 25px;" type="text"/>
<b>SOFTWARE PRODUCT KEY:</b>			<b>NO OF LICENCES</b> <input style="width: 50px; height: 25px;" type="text"/>
<b>TECHNICAL SPECIFICATIONS:</b>	<input style="width: 95%; height: 25px;" type="text"/>		
<b>CONTRACT/ LEASE NO:</b>			<b>CONTRACT/ LEASE DURATION:</b> <input style="width: 100px; height: 20px;" type="text"/>
<b>CONTRACT/ LEASE AMOUNT:</b>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/> - <input style="width: 100px; height: 20px;" type="text"/>
<b>EXPECTED LIFESPAN:</b>	<input style="width: 95%; height: 25px;" type="text"/>		

### SUPPLIER INFORMATION

**MANUFACTURER/ ASSET MAKE:**

**SUPPLIER NAME**

**SUPPLIER ADDRESS**

**SUPPLIER TELEPHONE:**  **E-MAIL ADDRESS:**

### CERTIFICATION OF COMPLETENESS AND ACCURACY OF FIXED ASSETS MANAGEMENT SYSTEM RECORD

	DATA CAPTURED BY	DATA CHECKED BY
<b>NAME</b>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
<b>SIGNATURE</b>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
<b>DATE</b>	<input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>