



Roll-Out Asset Management Receiving Form

When Receiving Equipment: Cost Centre, Account, Capability, Geography, Market and Location must be fully completed, signed by the relevant person(s). Please note that No forms will be processed without the compulsory authorising signatures.

Current Details										New Details											
Cost Centre	2	1	6	2	9	5					Cost Centre										
Employee	Internal IT store room										Employee	.KARABO KGWALE									
Location	Erasmuskloof Store Room											.SITA POLOKWANE									

SITA No.	Serial No.	Asset Description
338798	T2NXCV07Z713087	ASUS laptop
		Bag
		Charger

Reason(s) for and/or comment(s) with regards to asset(s) receiving:

New Laptop

Internal IT / LDS (Transferring)	Receiving Employee	Fixed Asset Management Financial Officer
Signature, Employee Control No. and Date	Signature, Employee Control No. and Date	Signature, Employee Control No. and Date