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	216295	**Cost Centre**	
Employee	Internal IT store room	**Employee**	Karabo Kgwale
Location	Erasmuskloof Store Room	**Location**	Polokwane Sita

SITA No.	Serial No.	Asset Description
338798	T2NXCV07Z713087	Laptop **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
Tebogo Sethole 108028 25/04/2025	Karabo Kgwale 110436 25/04/2025	
Signature, Employee Control No. and Date	**Signature, Employee Control No. and Date**	**Signature, Employee Control No. and Date**