



## Asset Purchase Register

Ensure that all information below is completed, and receipt, warranty and manuals are attached to this form before submitting to Committee.

Purchaser to complete

Description of Asset & Rationale on reverse		
Purchase Date:		
Cost: \$		
Brand:		
Model:		
Serial No.		
Condition:	New:	Used:
Location:		
Electrical test Required:	Yes	No

Committee to complete:

Requested By:	(Print)	Villa:
Date Approved:		

Receipt Attached:	Yes	No
Warranty Attached:	Yes	No
Manual Attached:	Yes	No

Asset added to:	Asset Register:	Electrical Register:
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Committee signature:	Dated:
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