



Asset Acquisition Purchase / Hire Item

Version 1
Issued 29/03/2019

PART A: ASSET REQUEST

Date:

Requested by:

Area: ☐ Admin

☐ Environmental

☐ Civil

☐ RDA

☐ Workshop

☐ Other-

PART B: ASSET PARTICULARS

Description:	
Supplier:	
Asset Amount:	
Freight / Shipping Cost:	

Asset Specs. Reviewed by:

Date:

Maintenance Depart Reviewed: YES / NO

Machine Specs meet Client Standards: YES / NO

Recommendation: Purchase / Decline

Payment Required: YES / NO

Has a rate been developed for this asset? YES / NO

PART C: ACCOUNTS

Invoice Number:

PO Number:

Asset Number:

Amount: \$

Account Code:

GST Code:

PART D: SIGN OFF

CFO

____/____/____

☐ Copy in Asset File

☐ Update Insurance Workbook

☐ Update Depreciation Register

☐ Update Service Sheet

CEO

____/____/____

☐ Update FleetMex Asset Tree and Department

☐ Update Reckon Item Listing

☐ Notification Email Send

☐ Update Fuel Shee