**ASSET REQUISITION**

# DATE: ORDER NAME:

|  |  |  |  |
| --- | --- | --- | --- |
| **TYPE OF ASSET** |  |  |  |
| **DM - DEPARTMENT** |  |  |  |
| **DM - LOCATION** |  |  |  |
| **ASSET DESCRIPTION** |  |  |  |
| **UNITS REQUIRED** |  |  |  |
| **VALUE OF EACH UNIT** |  |  | R |  |  |
| **TOTAL VALUE OF ASSET TYPE ORDER** |  |  | R |  | R - |

**R**

**TOTAL VALUE OF ORDER**

**EXISTING EMPLOYEES**

If existing employee, please state reason for replacement of asset:

DETAILS OF ASSET DISPOSED:

|  |  |  |  |
| --- | --- | --- | --- |
| VEHICLE REGISTRATION |  |  |  |
| AGE OF ASSET DISPOSED OF: VEHICLE MANUFACTURER: VEHICLE MODEL:VEHICLE OWNERS NAME: |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| VEHICLE REGISTRATION |  |  |  |
| AGE OF ASSET DISPOSED OF: VEHICLE MANUFACTURER: VEHICLE MODEL:VEHICLE OWNERS NAME: |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Checklist Department Signature

|  |  |  |
| --- | --- | --- |
| Incident report completed and filed | OHS |  |
| AOD completed and processed | HR |  |
| Old asset disposed of | Finance |  |

Motivate selection of supplier and attach comparative quotes:

Head Office supplier selection.

**NEW EMPLOYEES**

For new or existing employee/s, please provide schedule of role, department and region. Schedule to be signed of by HR

*Name*

*Role*

*Division Region HR Confirme*

|  |  |  |  |
| --- | --- | --- | --- |
| Vacant  | Environmental Technician | FTTH Maintenance | Ekurhuleni |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

|  |  |
| --- | --- |
|  **BUSINESS CASE**  |  |
| Cost of asset purchase |
| Annual Depreciation (Vehicle - Cost/4) |  | (A) |
| (Machine - Cost/4) |  |  |
| Cost of additional staff (per year) |  | (B) |
| Expect annual revenue to be generated |  | (C) |
| Expected Return/(Loss) |  | = C - B - A |
| Expected Saving/(Loss) | *Owned vs leased* |  |

*Speak to Regional FM (Rent) - (depr + interest)*

Senior Manager Signed: Date:

Excor Signed: Date: