

Application for Purchase Order

This document must be completed and signed by the custodian (the user) of the asset that is being purchased. This will confirm that the purchase is authorized, and the detail below will be recorded on the asset register once verified. The cell phone number of the custodian will ONLY be used to verify the asset as a new asset when received by the asset department of finance and not recorded on the asset register.

1. Asset Particulars

1.1 Description

(Type)	(Make)	(Model)

2. Custodian Particulars

2.1 Location

2.1.1 Campus

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2.1.2 Building

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2.1.3 Room

(Number)	(Location/Remarks)	(R-Code)

2.2 Custodian

(Surname, Initials, Title)	(Staff No)	(Cellphone No)

2.3 Department

(Code)	(Name)

2.4 Sub-Dept

(Code)	(Name)

Signature: _____

3. Remarks

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