



Initiate notification of asset change

Introduction

To complete a notification of an asset change (addition, adjustment or transfer) form.

Procedures

1. Visit the Document and Forms section of the Finance and Procurement Services homepage at <https://www.adelaide.edu.au/finance/docs/category.html>.
2. Select the “[Notification of Asset Change \(Addition, Adjustment or Transfer\) Form](#).” found under Forms > Assets
3. When prompted to log in, enter the following details:
Username: Your University ID (e.g. a1234567)
Password: Your University Password
4. The form will download automatically. Complete all required fields by following the instructions on the form.
5. Forward the completed form and supporting documentation to the Authorised Delegate for approval.
6. Email the completed form to the Management Accounting & Reporting team at finmar@adelaide.edu.au

Further information

For further guidance, please refer to the [Asset Management Procedure](#). For further support or questions, please contact the Service Desk at finprosupport@adelaide.edu.au or on extension x33414.