



UNIVERSITY
OF TASMANIA

ASSET MANAGEMENT SERVICES

ATTRACTIVE ASSET ITEMS POLICY

PRINCIPLE STATEMENT

Attractive assets are considered to be non-consumable items costing less than \$2,000 that are of a portable nature and can easily be removed. Where the Head of School or Section considers that such items are attractive, they may be recorded in the Asset Register at the Head of School or Section's discretion. Examples of such items are televisions, videos, digital cameras & mobile telephones.

PROCEDURE

Should the Budget Centre wish to record an attractive item on the Asset Register, the Budget Centre should complete the AMS New Asset Form (available from the Asset Management Services website <http://www.utas.edu.au/dept/ams/Forms/rassetin.pdf>) This should then be forwarded to the Asset & Property Officer who will update the register with the details and provide the Budget Centre with an Asset Report (Detailed) and a barcode sticker to be placed on the asset. Schools and Sections are also encouraged to mark the barcode number onto the piece of equipment in permanent pen or paint.

FURTHER INFORMATION

Further information regarding this policy is available from the Asset & Property Officer on 6324 3605. Related asset policies are available from the Asset Management Services website at <http://www.utas.edu.au/dept/ams/policies.htm>.

Version Control Section

Author

Responsibility

Approved

Date Last Amended

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