





### AID IN KIND INFORMATION FORM

Agency Name	<input type="text"/>	Request for:	<input type="text"/>
Business Area	<input type="text"/>	Asset Creation Form No	<input type="text"/>
Cost Centre /WBS	<input type="text"/>	Asset No	<input type="text"/>
Fund	<input type="text"/>	Asset Class	<input type="text"/>
Functional Area	<input type="text"/>	Fund Center	<input type="text"/>

### Asset General Information

Description 1	<input type="text"/>		
Description 2	<input type="text"/>		
Use of the Asset	<input type="text"/>		
Location in which the asset will be used	<input type="text"/>		
Quantity (in pieces)	<input type="text"/>		<input type="text"/>

### Asset Origin Information

Name of Donor	<input type="text"/>		
Donor Type	142001-In-Kind Grants - Bilateral		
Donation Date	<input type="text"/>	Asset use Commence Date	<input type="text"/>
Country of Origin	<input type="text"/>		
Type/ Brand Name	<input type="text"/>		
Original Value	<input type="text"/>		

### Depreciation Information

fill in this area only if the default life of asset needs to be changed (specifying the reason for the change)

Useful Life	<input type="text"/>	Years
Reason	<input type="text"/>	

Requested by:		Authorised by:	
SAP User ID	<input type="text"/>	SAP User ID	<input type="text"/>
Name	<input type="text"/>	Name	<input type="text"/>
Designation	<input type="text"/>	Designation	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>

SAP Asset Master Update by:		Signature
SAP User ID	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	Date
Designation	<input type="text"/>	<input type="text"/>

*Handwritten signature and date:*  
Signature: *[Signature]*  
Date: 21/11/2019