Brunel University London

Kingston Lane

Uxbridge

UB8 3PH

United Kingdom

Return completed form to:

E avtar.singh@brunel.ac.uk

**For the attention of the Fixed Asset Accountant**

**Asset from Revenue Budget**

I hereby acknowledge that ------ included on project *(subproject code and name)* was received on *(date)*. I also confirm that the asset has been put to use on *(date).*

To the best of my knowledge the final invoice has been received and there are no more payments due, or estimated final payment is *(amount*). This is payable on *(terms of payment and/or date).*

I also confirm that the asset was funded *(internally/externally – name of funder).*

**Asset receipt date:**

**In use date:**

**Useful life estimate:**

**Amount:**

**Amount of External fund:**

**Signature:**

**Name:**

**Designation:**

**Date:**

Please complete and return to Avtar Singh at the above e-mail address and provide a copy to your Finance Business Partner.