



AAA NSW Asset Request Process

To ensure assets are formally accounted for and linked to a delegated person, tracking of and location of assets are to be officially recorded to allow appropriate management oversight. Should any damage or loss occur then the AAA NSW Region reserves the right to follow up the responsible event for loss or repairs to be recouped from funds associated with the event using them.

Asset Use Guidelines

The following must be understood and complied with before any assets will be released for use at any AAA sanctioned event:

- **AAA NSW Region - Asset Request Form** completed by the responsible person and counter-signed by the event convenor (refer attached form) and forwarded to the Lionel Tomich (Assets AAA NSW) at email: aaanswassets@gmail.com or posted: 1418 Kurmond Rd. KURMOND N.S.W. 2757
- Transport cost for assets are to borne by the event requesting their use.
- Assets may not be freighted or moved to a new destination until confirmation is received by the AAA NSW Region as to who the responsible person will be at the event and that they have adequately completed and signed off on the request form.
- Any damage sustained or loss must be reported immediately to the AAA NSW Region with a written report and accompanied by photographs, as per the **AAA NSW Region - Asset Damage or Loss Notification Form**.
- Should any damage or loss occur which cannot be claimed by the AAA office, then the NSW AAA Region reserves the right to charge for loss or repairs to be recouped from funds associated with the show/event using them.

Asset Purchase Guidelines

Assets can be purchased for AAA NSW Region. Where purchase is required, the member requesting the purchase, must complete the **AAA NSW Region – Asset Purchase Form** and forward to the NSW Region Asset Manager via email aaanswassets@gmail.com or posted: 1418 Kurmond Rd. KURMOND N.S.W. 2757. Purchase requests will be reviewed by the NSW Regional Committee. Approved/not approved requests will be notified to the requesting member by the Asset Manager.

Where possible, 3 quotes for purchases, should be attached to the request form. Where 3 quotes cannot be obtained, the requesting member must note on the form the reason why.



Australian Alpaca
ASSOCIATION



AAA NSW Region - Asset Use Request Form

Send completed form to Lionel Tomich: aaanswassets@gmail.com

Note: the member filling out this form is responsible for the assets in their care.

| | |
|--|--|
| Member Name: | |
| Address: | |
| Telephone: | |
| Email: | |
| AAA Region: | |
| Asset/s required: (If using panels, please note the amount required) | |

EVENT DETAILS

| | |
|---|--|
| Event: | |
| Date: | |
| Address / Venue: | |
| Collection date: | |
| Return date: | |
| If returning to different location, state where: | |

COURIER DETAILS

| | |
|-----------------|--|
| Name: | |
| Contact: | |
| ETA: | |
| ETD: | |

SIGNED RESPONSIBLE INDIVIDUAL

DATE:

SIGNED CONVENER OF EVENT

DATE:



Australian Alpaca
ASSOCIATION



AAA NSW Region - Asset Damage or Loss Notification Form

Send completed form to Lionel Tomich: aaanswassets@gmail.com

| | |
|------------------------------|--|
| Name: | |
| Mobile: | |
| Email: | |
| AAA Region: | |
| Asset damaged / lost: | |

EVENT DETAILS

| | |
|-------------------------|--|
| Event: | |
| Date: | |
| Address / Venue: | |

DETAILS OF DAMAGE / LOSS REPORT (INCLUDE PHOTOS OF DAMAGE)

| |
|--|
| |
|--|

SIGNED

DATE:



Australian Alpaca
ASSOCIATION



AAA NSW Region - Asset Purchase Request Form

Send completed form to Lionel Tomich: aaanswassets@gmail.com

| | |
|--|--|
| Member Name: | |
| Telephone: | |
| Email: | |
| Asset Description: | |
| Cost of Asset: (attach quotes if possible) | |
| Reason for purchase: | |
| Location of where asset will be stored: | |
| Additional Comments: | |

The form will be reviewed by the state committee and you will be notified of the outcome. If you have any queries please contact Lionel Tomich on:

- aaanswassets@gmail.com
- 0438 168 681
- (02) 4573 2898