

Date:

Asset Management Department
Finance Division
Level 2, MAR Building, IIUM Gombak
Tel: 03-64213195/3180/3112/3198
Email: amd@iium.edu.my

NOMINATION OF ASSET LIAISON OFFICER

With regard to the above, please find below the Asset Liaison Officer of
Kulliyyah/Centre/Division/Institute Office/Mahallah:

Name	
Position	
Department/Unit (if any)	
Telephone/Extension No.	
Email	 (IIUM Email/alternative Email)

Name	
Position	
Department/Unit (if any)	
Telephone/Extension No.	
Email	 (IIUM Email/alternative Email)

Note: Please make extra copies of this form for more than two nominations.

Thank you.

Signature & Official Stamp :
(Dean/Director/Head)

DUTIES AS THE ASSET LIAISON OFFICER (ALO)

Below are the main duties as the Asset Liaison Officer:

1. Providing the Asset Management Department of Finance Division with the necessary documentation to review assets invoiced as capital assets (I- Inventory tags and A-Assets tags) for final determination as asset or inventory.
2. Ensuring proper tagging of all movable equipment.
3. Keeping listing of all movable equipment.
4. Providing Dean / Director / Head of department with updated records of the assets under the purview of the cost center.
5. Performing on physical asset sighting on an annual basis, verifying the existence and condition of all capital assets and ensuring the accuracy of University accounting records.
6. Updating the assets or inventory register based on inspection reports and seek online or manual approval from the Accountant of Asset Management Department regarding any changes.
7. Reporting and keeping record of any loss, damage, destruction, disposal, theft, trade-ins, sale, and/or transfer of University assets. To fill up the relevant forms and submit with checklist
8. Identifying and reporting to the Dean / Director / Head of Department on any surplus of assets which are no longer usable by K/C/D/I/O/M to be transferred to other K/C/D/I/O/M, or which is beyond economic repair, for disposal.
9. Ensuring that the assets are adequately secured. The level of security required varies for each asset, depending on such factors as asset type, value, attractiveness and portability.
10. Ensuring the concerned staff to return all items/assets of the university to the K/C/D/I/O/M, on the completion of his/her services.
11. Assisting the K/C/D/I/O/M in providing the relevant documentation for insurance claims.