

Annual Asset Verification Report

Organization: _____

Department: _____

Reporting Year: _____

Date of Verification: ____/____/____

Asset Details

S. No.	Asset Name	Asset ID	Location	Condition	Remarks
1	Desktop Computer	AS12345	Room 203	Good	--
2	Projector	AS12346	Meeting Hall	Requires Service	Bulb replacement needed
3	Office Chair	AS12347	Room 205	Good	--

Summary & Observations

All assets listed above have been physically verified as per the records. Any discrepancies or faults have been mentioned in the “Remarks” column. Necessary action is recommended for items needing repairs or replacement.

Verified By

Date: ____/____/____

Department Head

Date: ____/____/____

Important Notes:

- This report should be completed annually as per organizational policy.
- Any discrepancies found during verification must be reported immediately.
- Ensure the asset list is updated before conducting physical verification.
- Attach supporting documents or photographs if necessary.
- Keep this report securely filed for future reference and audit purposes.