

Asset Acquisition Register

Organization/Department: _____

Period: _____

| S/N | Asset Name/Description | Asset Code / ID | Date of Acquisition | Supplier / Vendor Name | Invoice Number | Acquisition Value | Location | Authorized By | Remarks |
|-----|------------------------|-----------------|---------------------|------------------------|----------------|-------------------|-------------|---------------|-----------|
| 1 | Desktop Computer | AST-0001 | 2024-02-15 | ABC Electronics | INV12345 | \$800 | IT Office | John Smith | N/A |
| 2 | Office Desk | AST-0002 | 2024-03-05 | OfficeFurnish Inc. | INV12401 | \$220 | Main Office | Susan Lee | Assembled |

Important Notes:

- Ensure each asset is assigned a unique Asset Code/ID for easy tracking.
- Keep supporting documents (invoice, authorization) for audit purposes.
- Update the register promptly upon acquisition of any new asset.
- Periodically verify the physical existence and condition of listed assets.
- Record disposal or transfer of asset details in the remarks column when applicable.