

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.