

Asset Inventory Log

Editable Register Format

Asset ID	Description	Category	Location	Date Acquired	Condition	Assigned To	Value	Remarks
001	HP EliteBook 840 G5 Laptop	Electronics	Main Office	2021-02-23	Good	John Doe	\$1,200	-
002	Office Desk, Walnut	Furniture	Room 204	2019-10-05	Very Good	Anna Smith	\$350	Stable
003	Epson EB-S41 Projector	Electronics	Meeting Room	2020-06-14	Requires Service	-	\$420	Check bulb
004	Canon MF232w Printer	Electronics	Admin Room	2022-01-11	Good	Lisa Wong	\$200	-
005	Steel Cabinet, 4 Drawer	Furniture	Archive	2018-03-19	Fair	-	\$180	Old

Important Notes

- Keep the asset inventory log updated with all new acquisitions and disposals.
- Regularly verify the physical presence and condition of assets against the register.
- Ensure unique Asset IDs to avoid confusion and maintain traceability.
- Document any transfers, maintenance, or status changes promptly in the remarks column.
- This register is a critical component of internal controls and audits.