

Asset Register

Company Name:	ABC Enterprises Ltd.
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Prepared By:	Jane Doe
Department:	Finance & Accounts

Asset Details

No.	Asset ID	Description	Category	Location	Acquisition Date	Cost	Condition
1	AST-00123	Dell Latitude 7420 Laptop	IT Equipment	Head Office	2023-08-12	\$1,250.00	Good
2	AST-00201	Office Desk (Walnut)	Furniture	Branch A	2021-03-02	\$350.00	Excellent
3	AST-00456	Canon MF445dw Printer	Office Equipment	Head Office	2022-11-18	\$495.00	Good
4	AST-00784	Split Air Conditioner 2 Ton	Appliances	Branch B	2020-07-05	\$780.00	Working

Verification & Approval

Verified By:	Samuel Green	Date:	2024-06-20
Approved By:	Linda White	Date:	2024-06-21

Important Notes

- Asset registers should be updated regularly to reflect acquisitions, disposals, and changes in condition.
- Accurate asset records help in financial reporting, insurance, and maintenance planning.
- All assets should have unique identifiers for easy tracking and verification.
- Periodic physical verification of assets is recommended for audit and compliance purposes.