

# Asset Register

Company Name:

Document Reference:

Date Generated:

Prepared By:

Department:

ABC Enterprises Ltd.

AR/2024/001

2024-06-22

Jane Doe

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:

Approved By:

Samuel Green

Linda White

Date:

Date:

2024-06-20

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.