Asset Register Spreadsheet Format

Asset ID	Asset Description	Category	Location	Date Acquired	Supplier	Purchase Cost	Condition	Owner/Assigned To	Status	Notes
AST-2024-001	Dell Latitude Laptop	IT Equipment	Office 2A	2023-08-14	Dell Store	$1,100	Good	Jane Smith	Active	
AST-2024-002	Epson Projector X39	Electronics	Board Room	2022-11-02	Office Supplies Inc.	$700	Good	Admin Dept.	Active	Annual maintenance check due
AST-2024-003	Office Desk, Large	Furniture	Office 3B	2021-06-21	FurniCo	$230	Fair	Michael Lee	Active	Edge chipped
AST-2024-004	iPhone 13	Mobile Device	Reception	2022-04-29	Apple Store	$950	Good	Receptionist	Active	
AST-2024-005	HP Color Printer	IT Equipment	Print Room	2020-02-13	HP Partners	$450	Needs Service	Staff	Inactive	Under repair

- Keep asset records up-to-date for accurate tracking and reporting.
- Assign a unique Asset ID for every asset to avoid confusion and duplication.
- Review and verify asset conditions periodically for maintenance planning.
- Update asset status (e.g., Active, Inactive, Disposed) as needed.
- Store the register securely and restrict edit access to authorized personnel.