

Comprehensive Asset Register Document Checklist

Asset Details

Item	Description	Completed
Asset Name	Unique name or title for the asset	â˜
Asset Type	Category (e.g., Vehicle, Equipment, IT Hardware)	â˜
Asset Identification Number	Unique asset ID or serial number	â˜
Location	Current location or site of the asset	â˜
Department/Owner	Name of responsible department or individual	â˜
Date of Acquisition	Date when the asset was acquired	â˜
Purchase Cost	Original purchase price or value	â˜
Supplier/Vendor	Name and details of supplier	â˜
Warranty/Guarantee Info	Valid period and coverage details	â˜
Condition	Current state (e.g., Good, Needs Repair, Obsolete)	â˜
Maintenance Schedule	Planned maintenance dates/frequency	â˜
Last Maintenance Date	Date of most recent maintenance	â˜
Depreciation Method	Method used for accounting purposes	â˜
Current Value	Book or market value as of today	â˜
Disposal/Transfer Details	Disposal or allocation information	â˜
Supporting Documentation	Invoices, receipts, photos, manuals	â˜

Additional Checks

Checklist Item	Completed
Verification with Physical Stock	â˜
Data Accuracy Review	â˜
Policy & Compliance Check	â˜
Update Approval by Management	â˜

Important Notes

- Maintain asset records regularly and keep information up-to-date.
- Store supporting documents securely for audit and compliance purposes.
- Periodic physical verification helps prevent loss or misuse of assets.
- Follow organizational policy for asset disposal and transfer.
- Ensure proper approval for every asset update and registration.

