

# Comprehensive Asset Register Document Checklist

## Asset Details

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

## Additional Checks

Checklist Item	Completed
Verification with Physical Stock	<input type="checkbox"/>
Data Accuracy Review	<input type="checkbox"/>
Policy & Compliance Check	<input type="checkbox"/>
Update Approval by Management	<input type="checkbox"/>

## 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.

