Essential Components of Asset Register Document

1. Document Information

Document Title	Asset Register
Date Created	2024-06-08
Version	1.0
Prepared By	Asset Management Team

2. Organization Details

Organization Name	Acme Corporation
Department	IT & Operations
Location	Main Office

3. Asset Register Table

Asset ID	Asset Name	Description	Category	Location	Purchase Date	Value ($)	Custodian	Status
AS001	Laptop Dell XPS	13" Laptop, 16GB RAM	IT Equipment	Office 1	2022-01-05	1200	John Smith	Active
AS002	HP LaserJet Printer	Office Printer	Office Equipment	Office 2	2021-11-12	400	Anna Lee	Active
AS003	Office Desk	Wooden desk, 150cm	Furniture	Office 5	2020-07-19	250	Michael Chen	Retired

4. Maintenance & Remarks

Asset ID	Last Service Date	Warranty Until	Remarks
AS001	2024-05-10	2025-01-05	Good condition
AS002	2023-12-15	2024-11-12	Ink replaced recently
AS003	2022-04-22	N/A	To be disposed

Important Notes

- An asset register should be updated regularly to reflect changes in asset status, location, or custodian.
- Each asset should have a unique Asset ID for traceability.
- Include clear categories to facilitate asset management and reporting.
- Ensure the document is accessible to authorized personnel only.
- Review and audit the asset register periodically for accuracy and compliance.