

Asset Register Sheet

For Internal Use / Record Keeping

Department/Location: _____

Date: _____

Prepared By: _____

Reviewed By: _____

#	Asset Code	Asset Name / Description	Category	Location	Purchase Date	Cost	Status
1	AS-0001	Laptop Dell Inspiron 14 5000 Series	IT Equipment	Admin Office	2023-07-19	\$800	Active
2	AS-0002	Office Chair - Ergonomic	Furniture	Meeting Room	2022-10-10	\$150	Active
3	AS-0003	Canon MF244dw Printer	IT Equipment	Reception	2021-03-15	\$250	Under Repair
4	AS-0004	Projector Epson EB-S41	IT Equipment	Conference Room	2019-11-04	\$400	Active
5	AS-0005	Metal Storage Cabinet	Furniture	Store Room	2020-09-29	\$180	Disposed

Prepared By
(Signature & Date)

Reviewed By
(Signature & Date)

Approved By
(Signature & Date)

Important Notes:

- This register should be updated regularly to reflect accurate asset status.
- Ensure proper authorization for any asset disposal or transfer.
- All assets must be physically verified at least annually.
- Retain supporting documents (invoices, warranty, etc.) for each asset.
- Immediately report lost, stolen, or damaged assets to the relevant authority.