

Asset Register Document

Document Details

Document Title	Asset Register
Version	1.0
Date Created	2024-06-20
Prepared By	Asset Management Team

Company/Organization Details

Company Name	Sample Corporation Ltd.
Department	IT & Operations
Address	123 Main Street, City, Country

Asset Register Table

Asset ID	Description	Category	Location	Date Acquired	Value	Condition	Owner/Responsible Person	Status
A001	Dell Laptop Inspiron 15	IT Equipment	Head Office	2022-04-10	\$850	Good	Jane Doe	In Use
A002	Office Chair	Furniture	Branch Office	2021-09-15	\$120	Fair	John Smith	In Use
A003	HP LaserJet Printer	Office Equipment	Head Office	2023-01-05	\$450	Excellent	Anna Lee	In Use

Important Notes

- This document should be updated regularly to reflect changes in assets.
- Ensure accuracy of information for auditing and compliance purposes.
- Assign clear responsibility for asset management and updates.
- Maintain backup copies of the Asset Register.