# Asset Register

For Efficient Asset Management

| Asset ID | Asset Description | Category | Location | Purchase Date | Purchase Cost | Current Status | Condition | Responsible Person | Notes |
|---|---|---|---|---|---|---|---|---|---|
| 00123 | Dell Latitude 5440 Laptop | IT Equipment | Head Office | 2023-02-12 | $1100 | In Use | Good | John Doe | N/A |
| 00144 | Office Desk, Oak | Furniture | Branch A | 2021-09-02 | $280 | In Use | Fair | Sarah Kim | Left drawer broken |
| 00201 | Projector Epson EB-X41 | Electronics | Meeting Room | 2022-05-20 | $500 | In Use | Good | Facility Team | Bulb replaced 2023 |
| 00233 | Air Conditioner - LG Split | Appliance | Training Hall | 2019-03-14 | $650 | Under Repair | Poor | Facility Team | Compressor fault |
| 00267 | iPhone 13 128GB | Mobile Device | Remote | 2023-10-07 | $850 | Issued | Excellent | Jane Smith | Company-owned |

Important Notes:

- Asset registers must be updated regularly for accuracy and compliance.
- Unique Asset IDs facilitate easy tracking and auditing.
- Accurate location and responsible person details help ensure accountability.
- Condition and status fields are important for maintenance planning and decision-making.
- Periodically review and validate all data against physical assets.