

# Sample CSV File Layout

## Asset Inventory Physical Audit

Asset ID	Asset Name	Category	Description	Serial Number	Location	Department	Status	Custodian	Acquisition Date	Last Audit Date	Remarks
AST-001	Laptop	IT Equipment	Dell Latitude 7490	DL7490X1234	Main Office - 2nd Floor	IT	Present	John Doe	2021-04-15	2024-05-20	--
AST-002	Office Chair	Furniture	Ergonomic Chair Model B	ERC-B-6789	Main Office - 4th Floor	HR	Present	Jane Smith	2019-12-02	2024-05-20	Slight tear on armrest
AST-003	Projector	Electronics	Epson X500 Projector	EPX500-0098	Conference Room 1	Admin	Missing	Michael Tan	2020-02-10	2024-05-21	Under investigation

### Important Notes:

- Ensure all fields are filled accurately and consistently during the audit.
- Asset ID should be unique for each asset.
- Status can include: Present, Missing, Damaged, Under Repair, etc.
- Remarks should be used for additional information or discrepancies observed.
- Always keep a backup of the CSV file before making updates.