

Asset Inventory Physical Verification Sheet

Location/Department: _____

Date of Verification: _____

Verified By: _____

S.No.	Asset Code	Asset Description	Category	Make/Model	Quantity (Book)	Quantity (Physical)	Location	Condition
1	AST-0001	Laptop	IT Equipment	Dell XPS 13	5	5	Room 101	Good
2	AST-0002	Projector	Electronics	Epson EB-S41	2	1	Conference Hall	Needs Repair
3	AST-0003	Office Chair	Furniture	Godrej Mid-Back	12	12	Workstations	Good

Important Notes:

- Ensure each asset is physically verified and discrepancies are investigated.
- Condition should be accurately recorded for future maintenance planning.
- Report missing or damaged assets to the relevant department immediately.
- This document should be retained for audit and compliance purposes.
- Update the central inventory records based on the verified data.