

# Manual Logbook: Physical Asset Inventory

Department/Office: \_\_\_\_\_

Location: \_\_\_\_\_

Date of Inventory: \_\_\_\_\_

#	Asset Description	Asset ID/Tag	Serial Number	Quantity	Condition	Location	Responsible Person	Date Checked	Remarks
1	Desktop Computer	AST-0012	SN12345678	1	Good	Main Office	John Doe	2024-06-01	
2	Office Chair	AST-0013	N/A	14	Fair	Main Office	Jane Smith	2024-06-01	To repair 2 units
3	Projector	AST-0021	SN99887766	1	Good	Conference Room	Emily Clark	2024-06-01	
4	CCTV Camera	AST-0034	SN22334455	5	Poor	Entrance Hall	Michael Lee	2024-06-01	Not working (unit #4)

Inventory Conducted By: \_\_\_\_\_

Verified By: \_\_\_\_\_

Date: \_\_\_\_\_

**Important Notes:**

- Ensure all details are filled out accurately and completely for each asset.
- Update the logbook immediately when an asset is moved, disposed, or its condition changes.
- Verification by a supervisor or designated authority is required for each inventory session.
- This document serves as an official record for asset accountability and audit purposes.
- Keep the logbook in a secure but accessible location within the department/office.