Asset Physical Verification Form (Online Portal Submission Format)

General Details

Verifier Name: [Enter verifier name]   Date: [_____]

Department: [Department name]   Location: [Asset location]

Asset Details

Asset ID	Asset Description	Category	Location	Condition	Status	Remarks
ID	Description	Select ▼	Location	Select ▼	Select ▼	Remarks
ID	Description	Select ▼	Location	Select ▼	Select ▼	Remarks

Verification Notes

[Enter any additional remarks or notes h]

Important Notes:

- Ensure all asset details are filled accurately before submission.
- Any discrepancies found during verification should be mentioned in the remarks column.
- Supporting documents or evidence should be uploaded separately as per portal instructions.
- This form must be submitted within the asset verification timeline specified by the organization.
- Retain a copy of the submitted form for your records.