

Physical Asset Verification Checklist

Department: _____

Location: _____

Date of Verification: _____ / _____ / _____

Verified By: _____

Asset Details

No.	Asset Description	Asset Tag / Serial No.	Location	Condition (Good / Repair / Replace)	Verified (Yes/No)	Remarks
1	Desktop Computer	ASSET-001234	Room 101	Good	Yes	
2	Office Table	ASSET-003456	Room 102	Repair	No	Leg broken
3	Projector	ASSET-005678	Meeting Hall	Good	Yes	
4						
5						

Verification Summary

Total Assets Verified	_____
Assets Needing Repair	_____
Assets Missing	_____

Authorized Signatory

Name & Signature	Date

Important Notes:

- This checklist is to be used for periodic physical verification of organizational assets.
- Ensure all data entered is accurate and matches actual physical conditions.
- Any discrepancies or missing items must be reported immediately to management.
- Sign and retain a copy of this checklist for audit and compliance purposes.