

Fixed Asset Acquisition Certificate

[Company/Organization Name]

Date of Issue: _____

Certificate Number _____

Acquisition Date _____

Fixed Asset Name _____

Asset Description _____

Asset Category _____

**Serial/Identification
No.** _____

**Purchase/Acquisition
Value** _____

Supplier/Vendor _____

Location Assigned _____

This is to certify that the above-mentioned fixed asset has been duly acquired, recorded, and tagged as per the company's asset management policy. The asset has been inspected and accepted by the authorized personnel and assigned to the location specified.

Date: _____

Authorized Signatory

Date: _____

Asset Holder/Recipient

Important Notes:

- This certificate serves as an official record of the asset acquisition and assignment.
- All details provided must be accurate and in accordance with supporting documents (such as invoice, delivery note, etc.).
- Any transfer, disposal, or movement of the asset must be updated via the asset management process.
- Keep this document for audit and verification purposes.
- Loss or damage of asset should be reported immediately as per company policy.