

Fixed Asset Registration Certificate

Document No: FA/2024/00123

Date of Issue: 2024-06-18

Asset Name	Laptop – Dell Latitude 5420
Asset Tag No.	FA-001223
Category	IT Equipment
Location	Head Office, 4th Floor
Serial Number	SN-87432019DL
Date of Acquisition	2024-05-21
Purchase Value	\$1,320.00
Assigned To	Jane Smith
Useful Life	3 years
Remarks	Issued for official use

Authorized by:

Asset Manager

Important Notes:

- This certificate must be retained as proof of asset registration.
- Any transfer or disposal of the asset requires prior approval.
- Asset details should be updated if reassigned or relocated.
- Loss or damage must be reported immediately to the Asset Management team.
- This document is valid only with the original signature of the authorized officer.