

Asset Inventory Management

Sample Format Options for Asset Registers

Option 1: Basic Asset Register

Asset ID	Description	Category	Location	Purchase Date	Value	Status
AS-001	Laptop, Dell Inspiron 15	IT Equipment	Office 201	2022-01-10	\$850	In Use
AS-002	Projector, Epson X100	Office Equipment	Conference Room	2021-07-18	\$540	In Use

Option 2: Detailed Asset Register

Asset ID	Description	Category	Serial Number	Purchase Date	Supplier	Cost	Depreciation (Y/N)	Current User	Status
AS-003	Office Chair, Ergonomic	Furniture	CH12345	2023-03-05	ABC Supplies	\$120	Y	Jane Smith	In Use
AS-004	Printer, HP LaserJet P1102	IT Equipment	PR78651	2022-09-22	XYZ Electronics	\$199	Y	Admin Dept	In Use

Option 3: Minimal Asset Register

Description	Location	Status
Air Conditioner, LG Split	Server Room	Under Maintenance
Desk Phone, Polycom VX310	Reception	In Use

Important Notes

- Asset registers should be updated regularly to ensure accuracy and prevent loss or misplacement.
- Include unique identifiers (Asset IDs, Serial Numbers) for traceability.
- Clearly indicate asset status (e.g., In Use, In Storage, Under Maintenance, Disposed).
- Ensure secure and controlled access to the asset register to prevent unauthorized modification.
- Digital formats (spreadsheets or asset management software) are preferable for easier updating and reporting.