

# Asset Tracking Register: Document Styles

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**Prepared by:** Asset Management Office

## Asset Register Table

ASSET ID	DESCRIPTION	ASSIGNED TO	LOCATION	DATE ACQUIRED	COST	CONDITION	STATUS
IT-1002	Laptop Dell Latitude 5320	Jane Smith	Main Office	2022-07-12	\$1,150	Good	Active
OFF-2031	Office Desk - Modern	Rahul Verma	Branch B	2021-02-18	\$310	Fair	Active
IT-1007	Monitor LG 24"	Unassigned	Main Office	2023-01-30	\$165	Excellent	In Storage
EQ-0022	Projector Epson X41	Finance Dept.	Meeting Room	2020-09-08	\$720	Good	Under Repair

## Important Notes:

- Ensure asset information is accurate and updated regularly.
- Document all transfers, disposals, and changes in status promptly.
- Maintain confidentiality where necessary, especially for sensitive asset details.
- Periodic physical audits should be conducted to verify the register's accuracy.
- Proper documentation supports insurance claims and audit processes.