







Asset Register Sheet

Organization/Department:

Enter organization/department name

Date:

Asset Details

Asset ID	Description	Category	Location	Date Acquired	Condition	Cost/Value	Responsible Person	Status
e.g. A	Asset descri	IT Eq 	e.g. Main		New 	e.g. 1,000.C	Name	Ac 
		IT Eq 			New 			Ac 

Important Notes

- Keep the asset register up-to-date by recording all acquisitions, disposals, and transfers promptly.
- Assign unique Asset IDs for proper tracking and management.
- Regularly review asset conditions and statuses to ensure accuracy.
- Ensure all responsible persons are aware of their assigned assets.
- This document is critical for audits, financial reporting, and asset management decisions.