

Asset Register

(Sample Format for Record Keeping)

#	Asset Name/Description	Asset Code/ID	Date Acquired	Location	Condition	Cost/Value	Responsible Person	Remarks
1	Laptop Dell XPS 13	LT-2024-01	2024-01-06	IT Office	Good	\$1,250	Jane Doe	-
2	Office Desk - Walnut	DSK-2018-15	2018-07-21	Main Office	Fair	\$400	John Smith	Repaired 2022
3	Projector Epson	PRJ-2022-03	2022-09-15	Meeting Room	Good	\$700	Mary Lee	Includes remote

Important Notes:

- Always record new assets immediately upon acquisition for accurate tracking.
- Update the condition and location regularly to maintain up-to-date records.
- Assign responsibility to staff for each asset to ensure accountability.
- Keep receipts and supporting documentation attached or referenced for auditing purposes.
- Review and reconcile the register annually or as required by organizational policy.