# Simple Asset Register Log

## Organization/Department: _____

## Date: _____

| # | Asset Name | Asset ID/Tag | Description | Date Acquired | Location | Condition | Assigned To | Remarks |
|---|---|---|---|---|---|---|---|---|
| 1 | Laptop | AS10012 | Dell Latitude 3420 | 2022-03-10 | Office 2 | Good | John Doe | - |
| 2 | Printer | AS10013 | HP LaserJet Pro | 2022-07-14 | Reception | Fair | Receptionist | Requires servicing |
| 3 | Projector | AS10014 | Epson X05 | 2021-12-05 | Meeting Room | Good | - | - |

## Important Notes:

- Update the asset register whenever assets are acquired, reassigned, or disposed of.
- Ensure asset identification (ID/Tag) is unique for accurate tracking.
- Regularly review asset conditions and remarks for maintenance planning.
- Store this log securely and back it up periodically.
- Only authorized personnel should update the register.