

Asset Register

Document Version:	1.0	Date:	2024-06-01
Prepared by:	Asset Management Team	Reviewed by:	Finance Department

Asset Details

#	Asset ID	Description	Category	Location	Acquisition Date	Cost	Status	Assigned To	Remarks
1	AST-00123	Lenovo ThinkPad T14	IT Equipment	Head Office, 3rd Floor	2022-10-17	\$1,250.00	In Use	Jane Doe	Annual maintenance due Oct
2	AST-00124	HP LaserJet 600	Printer	Branch A	2023-02-05	\$550.00	In Use	--	Paper feeding issue reported
3	AST-00125	Office Chair	Furniture	Head Office, HR Dept	2021-08-11	\$120.00	In Use	John Smith	Good condition

- Asset register helps track, manage, and audit organizational assets efficiently.
- Ensure regular updates for disposed, transferred, or newly acquired assets.
- Accuracy in data entry is vital for compliance and financial reporting.
- Confidential information about assets and assignments should be securely stored.
- Periodic physical verification of assets is recommended to validate records.