

Asset Register Document

Asset ID	Description	Category	Location	Date Acquired	Cost (\$)	Condition	Assigned To	Remarks
AR-001	Dell Latitude 5511 Laptop	IT Equipment	Main Office	2022-06-15	1200	Good	Jane Doe	–
AR-002	Office Chair (Ergonomic)	Furniture	Room 203	2021-11-20	145	Good	–	Checked annually
AR-003	Printer HP LaserJet Pro	IT Equipment	Printing Room	2023-02-01	350	Excellent	Staff	Under warranty
AR-004	Air Conditioner - 1.5 Ton	Appliance	Conference Hall	2019-08-11	600	Fair	–	Service due
AR-005	Projector Epson X15	IT Equipment	Meeting Room	2020-03-17	480	Good	Marketing	Spare bulb available

Important Notes:

- This document must be updated whenever an asset is acquired, transferred, or disposed of.
- Regular audits are recommended to ensure accuracy of asset records.
- Record all changes in asset condition, location, or assignment promptly.
- Retain supporting documentation (e.g. purchase receipts, warranties) for each asset.
- Protect this register as it is a key document for inventory management and financial reporting.