

Asset Register List

Sample: Google Sheets Format

No.	Asset Name	Category	Serial Number	Location	Date Purchased	Purchase Price	Status	Assigned To	Remarks
1	Dell Latitude 5420 Laptop	IT Equipment	D5420-0234A	Office - Room 1	2022-03-18	\$1,200	In Use	Jane Smith	-
2	HP LaserJet Pro M404dn	Printer	M404-8582B	Office - Copy Area	2021-07-03	\$350	In Use	-	Needs servicing
3	Projector Epson EB-X05	Electronics	EBX05-7341X	Meeting Room	2020-11-22	\$450	In Use	-	-
4	Office Desk	Furniture	OD-11176	Office - Room 3	2019-05-31	\$180	In Use	John Lee	Replaced drawer handle
5	Cisco Switch 24-Port	Network Device	CSW24-9012	Server Room	2023-01-08	\$600	In Stock	-	Spare

Important Notes:

- Regularly update the register to reflect asset additions, disposals, or relocations.
- Ensure accuracy of asset details, such as serial numbers and status.
- Assign responsibility for asset management and data entry.
- Use document access controls to maintain data integrity.
- Periodically review and verify physical assets with the register.