

Asset Register Summary

Overview

This slide presents a summarised snapshot of key assets for effective management, tracking, and planning.

Asset ID	Asset Name	Category	Location	Status	Value
001	Projector - Epson X200	Electronics	Conference Room	Active	\$800
002	HP Elitebook 850	IT Equipment	IT Dept.	Active	\$1,200
003	Office Desk (Large)	Furniture	Room 402	Active	\$350
004	Air Conditioner - LG	Appliance	Main Hall	Under Maintenance	\$950
005	Dell Monitor 24"	IT Equipment	IT Dept.	Active	\$260

Summary

Total Assets: 5

Total Value: \$3,560

- Regularly update the register to reflect new acquisitions and disposals.
- Accurate asset status supports maintenance scheduling and budgeting.
- Ensure asset locations are verified during periodic audits.
- This summary helps in quick reporting and informed decision-making.