

# Asset Register Template – Spreadsheet Format

Asset ID	Asset Name	Description	Category	Location	Date Acquired	Cost	Current Value	Condition	Responsible Person	Remarks
AS001	Laptop	Dell Latitude 5420, Core i5	IT Equipment	HQ Office - Desk 10	2022-03-14	1200	950	Good	Jane Smith	
AS002	Office Desk	Wooden, 1.5m x 0.7m	Furniture	HQ Office - Room 7	2021-10-05	450	400	Excellent	John Doe	Main entrance lobby
AS003	Projector	Epson EB-E01	Electronics	Meeting Room A	2023-01-20	300	290	Good	Anna Lee	Installed on ceiling
AS004	Air Conditioner	Samsung AC 2.0HP	Appliances	Server Room	2020-07-10	700	580	Needs Service	-	Annual maintenance due

## Important Notes:

- Maintain the asset register regularly to ensure data accuracy and completeness.
- Update changes in ownership, location, and condition as soon as they occur.
- Perform periodic audits to verify the physical existence and status of assets.
- Ensure each asset has a unique Asset ID for tracking purposes.
- Secure backup copies of the asset register to prevent data loss.