

Asset Tracking Spreadsheet

Asset ID	Asset Name	Category	Purchase Date	Location	Assigned To	Status	Value	Notes
AST-001	Laptop Dell XPS 13	Electronics	2023-07-25	Office 2A	Jane Smith	In Use	\$1,200	Under warranty
AST-002	Office Chair	Furniture	2022-11-19	Office 2B	Unassigned	Available	\$150	-
AST-003	Projector Epson	Electronics	2021-09-09	Meeting Room	IT Dept.	Under Maintenance	\$450	Needs lamp replacement
AST-004	iPhone 12	Mobile Device	2022-02-15	Remotely	Albert Lee	In Use	\$900	-

Important Notes:

- Keep asset information up to date for accurate tracking and reporting.
- Ensure each asset has a unique Asset ID for easy reference.
- Regularly review and audit asset status and location.
- Protect sensitive information if sharing asset data externally.
- Add relevant notes to record maintenance history or special instructions.