Comprehensive Asset Register Template

Organization: [Your Organization Name]

Date: _____

Asset ID	Description	Category	Location	Date Acquired	Supplier	Cost	Current Value	Condition	Responsible Person	Serial Number	Disposal Date	Notes
AS001	Laptop Dell Inspiron 5400	IT Equipment	IT Office	2022-03-10	ABC Computers	900	750	Good	Jane Doe	SN85465123		
AS002	Office Desk	Furniture	Main Office	2020-08-22	FurniShop	250	180	Good	John Smith			
AS003	Air Conditioner	Appliance	Meeting Room	2019-06-18	CoolingPro	700	350	Needs Service	Alex Lee	AC9920031X		Last serviced: 2023-07-12
AS004	Company Van	Vehicle	Parking Lot	2021-05-15	AutoMotive Ltd	18500	14300	Good	Mark Evans	1HGCM82633A123456		Annual maintenance due
AS005	Printer HP LaserJet	IT Equipment	Reception	2023-01-20	OfficeDepot	540	520	Excellent	Rachel Kim	HP123LSJ		

Important Notes

- Keep the asset register updated regularly to ensure accuracy of records.
- Include detailed descriptions and unique identifiers for each asset to aid tracking.
- Record changes in asset condition, location, or responsible person promptly.
- Secure this document as it contains sensitive and valuable organizational information.
- Review and reconcile the register periodically with physical asset verification.