

# Fixed Asset List

Company: Example Corporation      Date: 2024-07-01      Prepared by: Asset Management Team

## Asset Register

| Asset ID | Description        | Category     | Location        | Date Acquired | Acquisition Cost | Current Value | Depreciation Method |
|----------|--------------------|--------------|-----------------|---------------|------------------|---------------|---------------------|
| FA-0001  | Office Desk        | Furniture    | Main Office     | 2022-05-10    | \$300.00         | \$210.00      | Straight Line       |
| FA-0002  | Laptop Dell XPS 13 | IT Equipment | Marketing Dept. | 2023-02-15    | \$1,200.00       | \$1,080.00    | Straight Line       |
| FA-0003  | Projector Epson    | Electronics  | Conference Room | 2021-09-21    | \$650.00         | \$390.00      | Declining Balance   |

## Important Notes

- All fixed assets must be recorded with accurate descriptions and unique IDs.
- Depreciation methods should be consistently applied according to company policy.
- Asset values should be reviewed and updated periodically to reflect current condition and market value.
- Physical verification of listed assets is recommended at least once a year.
- This document should be securely maintained for audit and legal compliance purposes.