

# 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.