

Asset Identification Registration Document

Document Number	ASSET-2024-0001
Date of Registration	2024-07-01
Registered By	Jessica Smith
Department	IT Services

Asset Details

Asset Name	Dell Latitude Laptop
Asset Tag	DL-IT-2024-115
Serial Number	SN-BG123456789
Model	Latitude 5430
Manufacturer	Dell Inc.
Purchase Date	2024-05-20
Location	Head Office, 2nd Floor
Assigned To	John Doe
Asset Status	Active

Additional Notes

Warranty Expiry	2027-05-19
Condition	New
Remarks	Asset registered for official use only.

Important Notes

- This document should be updated promptly upon any asset status changes.
- Ensure asset information is accurate to facilitate inventory tracking.
- Keep this document accessible for audits and compliance purposes.
- Unauthorized modification or duplication is prohibited.