

Asset Intake and Registration Form

Date of Intake

Received By

Department

Asset Information

Asset Name/Description

Asset Category

Serial Number / Asset Tag

Manufacturer / Brand

Model

Quantity

Condition

Assigned Location

Asset Owner

Additional Notes

Authorization

Authorized By

Authorization Date

Signature

Important Notes:

- This form ensures all new assets are properly recorded in the organization's asset register.
- Complete and accurate data entry will help with asset tracking and accountability.
- Keep supporting documents (e.g., purchase invoice) attached or referenced.
- Authorization is required before assets are assigned or moved.
- This document should be retained for audit and compliance purposes.