

Asset Intake and Registration Form

Date of Intake	<input type="text"/>
Received By	<input type="text"/> Full Name
Department	<input type="text"/>

Asset Information

Asset Name/Description	<input type="text"/>
Asset Category	Select <input type="button" value="▼"/>
Serial Number / Asset Tag	<input type="text"/>
Manufacturer / Brand	<input type="text"/>
Model	<input type="text"/>
Quantity	<input type="text"/>
Condition	Select <input type="button" value="▼"/>
Assigned Location	<input type="text"/>
Asset Owner	<input type="text"/>
Additional remarks, assets	
Additional Notes	<input type="text"/>

Authorization

Authorized By	<input type="text"/>
Authorization Date	<input type="text"/>
Signature	(if electronic, type name)

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.