

Company Asset Registration Record

Document No.: AR-2024-048

Date: 2024-06-15

Prepared by: Jessica Lee

Department: Administration

Asset Details

Asset ID	Description	Category	Model / Serial No.	Purchase Date	Location	Assigned To	Status
AS-00123	Laptop - Dell Latitude 5510	IT Equipment	SN12345XYZ	2023-08-10	Head Office - IT Room	Michael Tan	Active
AS-00124	Office Desk (L-Shaped)	Furniture	D234-876	2022-12-03	Branch 2 - Room 404	Alicia Wong	Active
AS-00125	Smartphone - iPhone 13	IT Equipment	IP13SN88321	2023-05-25	Remote - Sales Team	Samuel Goh	Active
AS-00126	Projector - Epson EB-E20	Electrical	EPS2321982	2021-09-14	Main Meeting Room	-	Inactive

Asset Registration Notes

- All company assets must be tagged and recorded upon receipt.
- Asset records should be updated promptly to reflect transfers, repairs, or disposals.
- Assigned users are responsible for the care and usage of the assets.
- Regular audits should be conducted to verify the accuracy of asset information.
- Any discrepancies or losses must be reported to the Administration Department immediately.