

Fixed Asset Registration Document

Asset Information

ASSET NAME	HP ProBook 450 G8 Laptop
ASSET CATEGORY	IT Equipment
ASSET CODE	IT-2024-045
SERIAL NUMBER	5CD12345XY
MODEL	ProBook 450 G8
LOCATION	Head Office, IT Department
DATE OF PURCHASE	2024-05-23
COST	\$1,050.00
SUPPLIER	ABC Technologies Ltd.
USEFUL LIFE (YEARS)	4

Custodian Information

EMPLOYEE NAME	Jane Doe
EMPLOYEE ID	EMP-1125
DEPARTMENT	IT
ASSIGNED DATE	2024-05-25

Asset Custodian

Department Head

Asset Manager

Important Notes

- This document must be completed and signed upon asset assignment.
- The custodian is accountable for the asset until it is formally transferred or disposed.
- Any loss, damage, or transfer must be promptly reported to the Asset Manager.
- Asset records should be updated annually during physical verification.
- Retain this document for audit and reference purposes.