

Physical Asset Tracking Registration Sheet

Department / Unit:

Date of Registration:
____ / ____ / ____

Location / Room:

Person in Charge:

Asset List

#	Asset Description	Asset Tag/ID	Serial Number	Acquisition Date	Condition	Location	Remarks
1	Example: Laptop Dell Latitude 5420	ASSET-0001	SN23456789	2022-11-01	Good	Main Office	
2							
3							
4							
5							

Registered By
(Name/Signature):

Reviewed By
(Name/Signature):

Important Notes:

- This sheet must be updated whenever there is movement, addition, or disposal of assets.
- Ensure all asset details, especially serial number and asset ID, are entered accurately.
- Keep this document stored securely and readily accessible to relevant personnel.
- Periodic audits should be performed to verify the accuracy of the listed information.
- Report any discrepancies or missing items to the designated authority immediately.