

Property Asset Register

Asset ID	PA-001	Date Acquired	2023-02-10
Property Name/Description	Warehouse Building - City Industrial Park		
Location/Address	1234 Industrial Ave, Springfield, NY 11111		
Owner/Department	Facilities	Current User	Operations Team
Acquisition Value	\$350,000	Current Value	\$370,000
Depreciation Method	Straight Line	Useful Life (Years)	20
Status	Active	Last Audit Date	2024-03-15
Remarks	No outstanding issues. Scheduled maintenance completed Q1 2024.		

Important Notes

- Each asset should be uniquely identified and tracked throughout its lifecycle.
- Regular updates and audits ensure the register remains accurate and reliable.
- Acquisition and current values should be supported by appropriate documentation.
- It is essential for compliance, insurance, and risk management purposes.
- Keep sensitive data confidential and restrict access to authorized personnel only.