

Identification of Asset(s) Report

Report Information

Report Number	IDAS-2024-001
Date	2024-06-24
Prepared By	John Doe
Department	Asset Management

Asset(s) Identification Details

No.	Asset Description	Asset ID / Serial Number	Location	Owner / Custodian	Status	Remarks
1	Dell Latitude Laptop 14"	LTP-001234	3rd Floor, IT Room	Jane Smith	Active	In use
2	Canon LBP2900 Printer	PRT-005678	2nd Floor, Admin	Admin Department	Active	Good condition
3	Office Desk Chair	CHA-000345	Ground Floor, Lobby	Facilities	Inactive	Repair scheduled

Summary

Total Assets Identified	3
Asset Categories	Electronics, Furniture

Authorized Review

Reviewed By	Michael Johnson
Date of Review	2024-06-25

Important Notes:

- This report is for internal use only and must be handled confidentially.
- Ensure asset details are verified and updated regularly to maintain accurate records.
- Any discrepancies should be reported immediately to the Asset Management department.
- Asset identification numbers must be unique and consistently applied across all records.
- Retain this document for auditing and compliance purposes as required.