

Asset Verification Checklist

Document No.: _____ | Date: _____

Company Details

Company Name:

Department:

Location:

Asset Details & Verification

#	Asset Description	Asset ID/Number	Location	Condition	Physically Verified	Remarks
1	Desktop Computer	AS-00123	Office 2A	Good	Yes	
2	Printer	AS-00124	Office 2A	Needs Service	Yes	Ink low
3	Projector	AS-00125	Meeting Room	Good	No	In use

Verified By

Name:

Designation:

Signature:

Date:

Important Notes

- Ensure all listed assets are physically verified and properly documented.
- Any discrepancies or missing assets should be reported immediately.
- This document should be signed by the verifying authority for official records.
- Maintain this checklist in company records for future reference and audits.