

Asset Verification Compliance Checklist

Date: _____

Department/Location: _____

Performed by: _____

Asset Details

Asset ID	Asset Description	Location	Condition	Verified (Y/N)	Remarks
AS-001	Laptop Dell Latitude 5520	IT Department	Good		
AS-002	Projector Epson EB-S41	Conference Room A	Functional		
AS-003	Office Chair	Workstation 15	Fair		

Checklist

Checklist Item	Yes	No	Remarks
Asset physically present			
Asset tag/label intact			
Asset in working condition			
Maintenance records updated			

Verified By (Name & Signature)

Date

Supervisor (Name & Signature)

Important Notes

- Ensure all asset details are accurately recorded and verified against physical assets.
- Any discrepancies found during verification should be reported immediately.
- All checklist items must be completed for each asset.
- This document serves as evidence of compliance and should be retained for audit purposes.
- Signatures from both verifier and supervisor are mandatory.