

# Asset Purchase and Warranty Record Sheet

## Asset Information

Asset Name/Description:	e.g. Laptop, HP Probook 44
Asset Serial / ID Number:	e.g. SN123456789
Date of Purchase:	
Vendor / Provider:	e.g. ABC Tech Supplies
Asset Location:	e.g. Main Office, Desk 12B
Assigned User / Department:	e.g. John Doe, IT Dept.

## Purchase Details

Purchase Amount:	e.g. \$1100
Invoice/Receipt Number:	
Purchase Notes:	e.g. Bulk purchase discount applied, accessories included

## Warranty Information

Warranty Provider	Warranty Period	Coverage Details	Warranty Expiry	Contact Information
e.g. HP Support	e.g. 3 Years	e.g. Parts & Labor		e.g. 1800-123-456

### Warranty Notes:

e.g. Onsite support available for 1st year

## Maintenance & Service Record

Date	Service/Action	Provider	Remarks
	e.g. Annual Check	e.g. HP Technician	

## Important Notes

- This document serves as a baseline record for asset ownership and warranty tracking.
- Ensure purchase and warranty details are entered accurately for future claims and audits.
- Update service and maintenance records promptly after each action.
- Retain supporting documents such as invoices and warranty certificates together with this sheet.
- Regularly review and update expiry dates and coverage information to maintain compliance.