

# Asset Purchase and Warranty Record Sheet

## Asset Information

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

## Purchase Details

Purchase Amount:	<input type="text" value="e.g. \$1100"/>
Invoice/Receipt Number:	<input type="text"/>

Purchase Notes:

## Warranty Information

Warranty Provider	Warranty Period	Coverage Details	Warranty Expiry	Contact Information
<input type="text" value="e.g. HP Support"/>	<input type="text" value="e.g. 3 Years"/>	<input type="text" value="e.g. Parts &amp; Labor"/>	<input type="text"/>	<input type="text" value="e.g. 1800-123-456"/>

Warranty Notes:

## Maintenance & Service Record

Date	Service/Action	Provider	Remarks
<input type="text"/>	<input type="text" value="e.g. Annual Check"/>	<input type="text" value="e.g. HP Technician"/>	<input type="text"/>

## 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.