[Company name]

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Fixed Asset Register

Keeping one authoritative list of fixed assets: description, serial number, location, owner, value, and depreciation.

Document: Asset Register Version: 2.0 (redesign)

Prepared by: _____ Owner: _____

Date: _____ Review date: _____

Company: _____ Register owner: _____

Register location: _____ Last audit date: _____ Fixed asset register:

Asset	Description	Category	Asset tag	Serial no.	Location	Owner	Purchase date	Value	Depreciation method	Depreciation rate	Accumulated depreciation	Net book value	Supplier	Disposal date	Method	Approved by

Completion checklist: [ ] Every asset has a description, tag, serial number, location, owner, and value.

[ ] Depreciation is recorded for each asset: method, rate, accumulated depreciation, and net book value.

[ ] Disposals are recorded with method and approval.

[ ] The register is audited quarterly and discrepancies are resolved.