[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
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0 (redesign)
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

Company	**[Company name]**
Register owner	**[Register owner]**
Register location	**[Register location]**
Last audit date	**[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

[Company name]

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

Done	Check
	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.