[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]**

[Company name]

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]

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.