

## **Asset Register**

Complete the below to keep a detailed record of current asset's, the list can be on-going and continually updated. Fill out as much information on each asset as possible. This is for your own records and is a great tool to have in case of break-in's etc. For any purchases over \$500, please include a photo of the asset.

## **Organisation Name**

## Address

| Date of purchase | Quantity | Description of<br>Asset | Make/<br>Model | Serial<br>Number | Unit cost if<br>new | Location of asset | Invoice/<br>Receipt<br>Number | Other information |
|------------------|----------|-------------------------|----------------|------------------|---------------------|-------------------|-------------------------------|-------------------|
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