Fixed asset register: tag number, location and last check

One asset, one row. The tag number matches the number on the label (for example, INV-000125) and is never reused. Category and condition are chosen from a list. Rows whose last check was more than 365 days ago are flagged "Overdue".

Organisation: _____ Department / building: _____ Register owner: _____

Register

#	Tag no.	Name, model	Category	Location	Custodian	Purchased	Cost, UZS	Condition	Last check	Check status
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
	Total									

When an asset moves, only its location and custodian change; the tag number stays the same. Do not delete the row of a disposed asset.

Register kept by _____ Chief accountant _____

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