Asset Register

Record what the business owns rather than what is in the shed: a numbered list with cost and disposal, which is what an insurer or an accountant asks for.

A numbered register of the equipment a business owns — what it is, what it cost, where it is and who has it — for insurance, accounts and disposal.

DIFFERENT FROM A TOOL INVENTORY
This is not the same sheet as a tool inventory. An inventory answers what is in the shed; a register answers what the business owns, what it is worth and what happened to it. Number the assets and mark the number on the item itself.

Business or site ______ Register started ______ Sheet ______

Asset no.	Description	Make and model	Serial	Purchased	Supplier	Cost	Location	Assigned to	Condition	Disposed

Free to print, copy and use — including at work. Not for resale.