

# Government Office Asset Record Form

**Instructions:** Please fill out all sections accurately. This form is used for recording and tracking government assets to maintain transparency, accountability, and compliance.

## 1. Asset Details

Asset ID/Tag No.		Date Acquired	
Asset Type		Serial/Model No.	
Description			
Category		Location	
Cost/Purchase Value		Current Value	
Condition		Status (Active/Disposed)	
Supplier/Vendor			

## 2. Assigned Personnel

Name		Department/Section	
Contact No.		Email	

## 3. Maintenance & Remarks

Last Maintenance Date		Next Scheduled Maintenance	
Remarks/Notes			

## 4. Authorization

Prepared By (Name & Signature)		Date	
Verified By (Property Custodian)		Date	
Approved By		Date	

*This asset record form is a sample template for use in government offices to ensure proper recording and monitoring of public assets.*