

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.