

# School Asset Record Form Sample

The **asset record form** sample for schools is designed to efficiently track and manage school property and equipment. This form ensures accurate documentation of assets, helping schools maintain organized inventories and enhance accountability. It simplifies asset monitoring through clear fields for item details, condition, and location.

## Asset Information

Asset ID		Date of Entry	
Asset Name		Category	
Brand/Model		Serial Number	
Acquisition Date		Acquisition Cost	
Location		Assigned To	
Condition		Status	
Remarks			

## Authorization

Recorded By		Date	
Verified By		Date	

*Note: Please complete all applicable fields. Update the asset record form whenever there are significant changes to the asset status or location.*