

Fixed Asset Record Form Sample in Excel

The **fixed asset record form sample in Excel** provides a structured template to efficiently track and manage company assets. This form helps maintain accurate records of asset details, purchase dates, and depreciation schedules. Using Excel enhances data organization and simplifies asset reporting for businesses.

Sample Fixed Asset Record Form (Excel Format)

| Asset ID | Asset Name | Description | Location | Department | Date Acquired | Cost | Useful Life (Years) | Depreciation Method | Current Value | Status |
|----------|----------------------|----------------------------|------------------|------------|---------------|---------|---------------------|---------------------|---------------|----------|
| FA1001 | Laptop Dell XPS 15 | Workstation for IT Dept | Office 2nd Floor | IT | 2021-03-12 | \$1,500 | 3 | Straight Line | \$900 | Active |
| FA1002 | Office Desk | Wooden desk, standard size | Office 1st Floor | Admin | 2020-06-25 | \$250 | 5 | Straight Line | \$200 | Active |
| FA1003 | Projector Epson H600 | Conference room projector | Meeting Room A | Operations | 2019-11-15 | \$750 | 4 | Double Declining | \$300 | Inactive |

Note: This table format can be directly replicated in Excel. Additional columns can be added as needed for serial numbers, supplier info, and asset images.