

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.