| Date Purchased | Item | Cost | Serial Number | Due to be Upgraded | Housed? | Purchased From / Notes |
| --- | --- | --- | --- | --- | --- | --- |
| ***01/01/2014*** | ***XXXXX*** | ***$1000.00*** | ***9999-8888*** | ***2020*** | ***XXXX*** | ***XXXXX; 9999 9999***  ***61 Smith St, XXXXX*** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Sample Asset Register

Clubs and organisations should have a comprehensive list of their assets that should include date of purchase, the item, cost, serial/model number, where it was purchased from (with contact information) and where the item is kept.

For forward planning it is advisable to forecast when the item needs to be replaced.