



Fixed Assets Audit Template

Hexblade Inc. / 11 May 2023 / Craig Marduk

Complete

Score	62.5%	Flagged items	0	Actions	1
Client / Site	Hexblade Inc.				
Location	84 Myrtle Street, Villageville Villagegeton				
Conducted on	11.05.2023 18:30 PST				
Prepared by	Craig Marduk				

Actions

1 action

Audit / Fixed Asset / Fixed Asset 2

Invoice available?

No

To Do | Assignee SafetyCulture Staff | Priority Low | Due 18.05.2023 18:45 PST | Created by SafetyCulture Staff

Asked my assistant to look for the invoice in old files

Audit	1 action, 62.5%
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Fixed Assets Policy and SOPs

100%

A clear policy and standard operating procedures regarding handling, and recording of fixed assets are documented.

Yes

The document includes the personnel responsible including their assignments.

Yes

Fixed Asset

1 action, 50%

Fixed Asset 1

66.67%

Asset

3D Printer

Take a photo of the asset for physical evidence

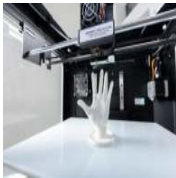


Photo 1

Asset is tagged with asset number?

Yes

Year of acquisition

2018

Sufficient description of the asset for identification

A box-shaped apparatus with a gunmetal gray casing and transparent windows in the front and sides

Classification (land, building, equipment, machinery, etc)

Machinery

Quantity/no. of units

1

Location of asset(s)

R&D Room

Vendor

Valley Heads Inc.

Original cost upon acquisition (per unit) including taxes paid and set-up costs

500

Invoice available?

Yes

Current value (considering depreciation estimates)

410

Asset is currently insured?

No

Additional notes

Asset is heavily utilized and additional units could be purchased before the year ends.

Fixed Asset 2

1 action, 33.33%

Asset

Laptop

Take a photo of the asset for physical evidence



Photo 2

Asset is tagged with asset number?

Yes

Year of acquisition

2018

Sufficient description of the asset for identification

Standard black work-issue laptop

Classification (land, building, equipment, machinery, etc)

Equipment

Quantity/no. of units

1

Location of asset(s)

R&D Room

Vendor

Octagon Corp.

Original cost upon acquisition (per unit) including taxes paid and set-up costs

2300

Invoice available?

No

To Do | Assignee SafetyCulture Staff | Priority Low | Due 18.05.2023 18:45 PST | Created by SafetyCulture Staff

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Current value (considering depreciation estimates)

1864

Asset is currently insured?

No

Additional notes

No further notes

Auditor's full name and signature



Craig Marduk
11.05.2023 18:46 PST

Media summary



Photo 1



Photo 2