

Asset Related FAQs

1. What qualifies as a company asset?

Any item owned by the company that holds value and is used in operations, including laptops, furniture, machinery, and vehicles.

2. How do I request a new asset?

Submit a request via the Asset Management System or contact your department head for approval.

3. What should I do if an asset is damaged or malfunctioning?

Report it immediately to the IT or Maintenance Department. Use the Asset Incident Report Form for documentation.

4. Can I take company assets home?

Only if authorized. You must fill out a check-out form and return the asset in the condition it was issued.

5. How are assets tracked?

Assets are tagged and tracked using an Asset Management System, which logs location, usage, and service history.

6. Who is responsible for asset maintenance?

Each department has a designated Asset Coordinator responsible for ensuring assets are maintained as per guidelines.

7. What happens during asset audits?

Audits involve verifying the physical presence and condition of listed assets. Missing or damaged items must be reported.

8. How are obsolete assets handled?

Obsolete or end-of-life assets are disposed of following company policies and in compliance with environmental regulations.