**Asset spot-check form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Spot Check** |  | **Location:** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Description:  *(Make and Model in full)* | Serial number  *(or Registration Number for vehicles)* | Original Value of Item (SPECIFY CURRENCY) | Asset Number | Location / User | Are storage conditions appropriate? | If there is a password or key to the asset, is it available? | Any discrepancy (location, tag, serial nb, other) |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Explain any observed discrepancy |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Persons Responsible** | **Name** | **Position** | **Signature** | **Date** |
| Finance Focal Point |  |  |  |  |
| Field asset manager |  |  |  |  |
| Country asset manager |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Approved by** | **Name** | **Position** | **Signature** | **Date** |
| Local approval |  |  |  |  |
| HQ approval |  |  |  |  |