



Hexblade Inc. / 22 Aug 2019 / Craig Marduk

Fixed Assets Audit Template

Complete


Inspection score	Failed items	Created actions
62.50%	0	0
Site Australia		
Client / Site Hexblade Inc.		
Location 84 Myrtle Street, Villageville Villagetton		
Conducted on 📅 22nd Aug, 2019 ⌚ 4:57 PM +08		
Prepared by Craig Marduk		

Fixed Assets Policy and SOPs

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

Fixed Asset 1

Asset 3D Printer	
Take a photo of the asset for physical evidence	
– Photos  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

Asset Laptop	
Take a photo of the asset for physical evidence	
<p>– Photos</p>  <p>Photo 2</p>	
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
Current value (considering depreciation estimates) \$1864	
Asset is currently insured?	No
Additional notes Unanswered	

Auditor's full name and signature



Craig Marduk

22nd Aug, 2019 5:17 PM +08

Photos

2 Photos



Photo 1



Photo 2