

Hotel and Tourism Association

ASSET REGISTER

Location/Item	Brand	Serial Number	Quantity	Purchase Date dd/mm/yy	Original Value \$
Board Room					
Table - 6-seater mahogany			1	1/4/2007	
Chairs			8		
Air conditioning unit - split system	York	AZ10000-23	1		
Television - 32 inch flatscreen	Sony	B9999-00	1		
DVD/Video player	Panasonic	C987654	1		
Paintings					
Pictures (6)					
Lamp					
Executive Directors Office					
Desk			1		
Executive chair			4		
Computer - desktop					
Computer - laptop					
Fax machine					
Filing cabinets					
Software					
First Office					
Computer					
Printer					
Fax machine					
Desks					
Chairs					
Filing cabinets					
Storage cabinets					
Second Office					
Computer					
Printer					
Fax machine					
Desks					
Chairs					
Filing cabinets					
Guillotine					
Binding machine					
Storeroom					
AV Projector	Infocus				
Vacuum Cleaner	Hoover				

Kitchen

Stove

Refrigerator

Microwave oven

Cutlery

Dinnerware

Glassware

Saucepans

Serving Dishes

Current Value	Condition/Comment
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\$