



# Stewardship of Company Assets

## Asset Inventory

What kinds of company assets do you control? Are the assets you control tangible or intangible? Use the checklist below to consider the types of company assets which you control and what value they have to your company. Provide an example for each and rate its value using the scale below.

- Scale:
- 1 = Low value – “Nobody would ever miss it.”
  - 2 = Moderate value – “The company has something invested here.”
  - 3 = High – “This asset has considerable value and the company would definitely miss it.”
  - 4 = Very high value – “The entire company would struggle if the asset was lost or fell into the wrong hands.”

	Example	Value
<input type="checkbox"/> Desktop Computer	_____	_____
<input type="checkbox"/> Office Supplies	_____	_____
<input type="checkbox"/> Vehicle	_____	_____
<input type="checkbox"/> Laptop Computer	_____	_____
<input type="checkbox"/> Facilities	_____	_____
<input type="checkbox"/> Credit Cards	_____	_____
<input type="checkbox"/> Inventory	_____	_____
<input type="checkbox"/> Expense Account	_____	_____
<input type="checkbox"/> Budgets	_____	_____
<input type="checkbox"/> Cash	_____	_____
<input type="checkbox"/> Financial Accounts	_____	_____
<input type="checkbox"/> Payroll Funds	_____	_____
<input type="checkbox"/> Computer Network	_____	_____
<input type="checkbox"/> Product Specifications	_____	_____
<input type="checkbox"/> Product Formulas	_____	_____
<input type="checkbox"/> Company Inventions	_____	_____
<input type="checkbox"/> Manufacturing Processes	_____	_____
<input type="checkbox"/> Trade Secrets	_____	_____
<input type="checkbox"/> Customer Information	_____	_____
<input type="checkbox"/> Employee Data	_____	_____
<input type="checkbox"/> Financial Reports	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____