



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"/>		