

# EQUIPMENT INVENTORY

Corporate Asset Tracking Log

Document Ref: AST-2024-001  
Last Updated: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_

ASSET ID	DESCRIPTION / MODEL	SERIAL NUMBER	DEPARTMENT	ASSIGNED TO	STATUS	CONDITION
EQ-1001	MacBook Pro 16" (M3 Max)	C02LG912MD6R	Creative Dir.	Alex Rivera	ACTIVE	Excellent
EQ-1002	Dell UltraSharp 32" 4K	CN-0H123K-129	Marketing	Sarah Chen	ACTIVE	Good
EQ-1003	Cisco IP Phone 8841	P09-9821033	Operations	Front Desk	ACTIVE	Fair
EQ-1004	iPad Pro 12.9" (Gen 6)	DLXG8120M943	Executive	Jordan Smyth	REPAIR	Damaged

Inventory Auditor Signature

Department Head Approval

Date of Verification