

EQUIPMENT CONTROL INVENTORY

Internal Asset Management Log

Department: _____
Last Audit: 2023-11-15

ASSET ID	ITEM DESCRIPTION	SERIAL NUMBER	ASSIGNED TO	STATUS	CONDITION
EQ-2024-001	MacBook Pro 14" (M2)	C02FX555MD6R	Sarah Jenkins	ASSIGNED	Excellent
EQ-2024-002	Dell UltraSharp 27"	SN-9940221	IT Storage	IN STOCK	Good
EQ-2024-003	iPad Pro 11"	DLX9942001	Mark Rivera	ASSIGNED	Excellent
EQ-2024-004	ThinkPad X1 Carbon	PF-2X4491	Repair Dept	MAINTENANCE	Fair

Inventory Auditor Signature

Department Manager Signature

