

ASSET CONTROL INVENTORY

Workspace Infrastructure & Equipment Log

Department: _____
Audit Date: _____
Location: _____

ASSET TAG #	DESCRIPTION / MODEL	SERIAL NUMBER	ASSIGNED TO	CONDITION	NOTES
AST-001	MacBook Pro 14" M3 / 32GB	C02FX555LVD1	Creative Dept	Excellent	Standard issue hardware
AST-002	Dell UltraSharp 27" Monitor	CN-088V90-744	Station 04	Good	Minor scuff on base
AST-003	Herman Miller Aeron Chair	HM-AER-9920	Executive Office	Excellent	Purchased 2023

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Inventory Manager Signature

Department Head Approval

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