

OFFICE INVENTORY ASSET TRACKING

Date: _____
Department: _____

ASSET ID	ITEM DESCRIPTION	CATEGORY	SERIAL NUMBER	ASSIGNED TO	STATUS/NOTES
#OFF-001	MacBook Pro 16" (M3 Max)	Electronics	C02DX123456	Marketing Dept	Active
#OFF-002	Herman Miller Aeron Chair	Furniture	HM-99821	Conference Room B	New
#OFF-003	Dell UltraSharp 27"	Peripherals	DELL-7742	Jane Doe	Active

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Inventory Verification Signature: _____ Date: _____