

OFFICE EQUIPMENT INVENTORY

Department: Administrative Operations

Last Updated: October 24, 2023
Location: Main Headquarters

ASSET ID	ITEM DESCRIPTION	BRAND/MODEL	SERIAL NUMBER	PURCHASE DATE	CONDITION	ASSIGNED TO	VALUE
EQ-2023-001	Workstation Laptop	MacBook Pro M2 14"	C02XYZ123456	2023-01-15	EXCELLENT	Design Dept	\$1,999.00
EQ-2023-002	Ergonomic Chair	Herman Miller Aeron	HM-882910	2023-02-10	GOOD	Room 402	\$1,450.00
EQ-2022-045	Network Printer	HP LaserJet Pro M404n	PHB7721092	2022-11-05	FAIR	Common Area	\$350.00
EQ-2023-009	Ultrawide Monitor	Dell UltraSharp 34"	CN-0Y77G-122	2023-05-20	EXCELLENT	Finance Lead	\$849.00

Audited By: _____

Date: _____

Signature: _____