

ASSET & EQUIPMENT INVENTORY

Location: _____

Date: ____/____/20____

ASSET ID	DESCRIPTION / ITEM NAME	SERIAL NUMBER	MODEL/BRAND	CONDITION	QTY	ASSIGNED TO
#001	ThinkPad X1 Carbon	L3-ABC123	Lenovo	Excellent	1	IT Dept
#002	Office Chair - Ergonomic	N/A	Herman Miller	Good	12	Room 402

Inventory Conducted By

Supervisor Signature

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