

# IT ASSET INVENTORY

Corporate Infrastructure Log

Date: \_\_\_\_\_  
Department: \_\_\_\_\_

ASSET ID	DESCRIPTION / MODEL	SERIAL NUMBER	USER / LOCATION	PURCHASE DATE	STATUS
HW-001	MacBook Pro M2 14"	C02DH5JKMD6R	J. Doe / Remote	2023-05-12	Active
HW-002	Dell UltraSharp 27"	MX-09221-A1	Office / Room 302	2022-11-01	Active
NW-045	Cisco C9200L Switch	SN-992834771	Server Room	2023-01-15	Maintenance
HW-089	Logitech MX Master 3	N/A	Marketing Dept	2023-08-20	Active

**Notes:** All hardware assets must be labeled with the corresponding Asset ID tag. Report discrepancies to the IT Department immediately.