

ASSET INVENTORY

Office Equipment & Software Management Chart

Updated: _____

ASSET NAME / MODEL	SERIAL / LICENSE KEY	USER / DEPARTMENT	PURCHASE DATE	WARRANTY / EXPIRY	NOTES / STATUS
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HARDWARE & EQUIPMENT

MacBook Pro 14"	SN: 987654321	Design Dept	2023-05-12	2026-05-12	Active
Dell XPS 15	SN: DL- 5540-X	Engineering	2023-08-20	2024-08-20	Active
HP LaserJet Pro	SN: HP- PR-009	Admin Hub	2022-11-01	Expired	Maintenance Due

SOFTWARE & SUBSCRIPTIONS

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Adobe Creative Cloud	User- based Login	Marketing	Annual	2024-12-31	5 Licenses
Microsoft 365	MS-9982- XXXX	Company-wide	Monthly	Auto-renew	Active
Slack Pro	Enterprise ID	All Teams	2024-01-15	2025-01-15	Billing Tier 2