

# IT ASSETS INVENTORY

Date: \_\_\_\_\_ Location: \_\_\_\_\_

## HARDWARE & PERIPHERAL DEVICES

| DEVICE TYPE     | MAKE / MODEL | SERIAL NUMBER | PURCHASE DATE | ASSIGNED TO |
|-----------------|--------------|---------------|---------------|-------------|
| Monitor         |              |               |               |             |
| Keyboard/Mouse  |              |               |               |             |
| Printer/Scanner |              |               |               |             |
| External Drive  |              |               |               |             |
| Docking Station |              |               |               |             |
| Headset/Audio   |              |               |               |             |
| Webcam          |              |               |               |             |
| Network Card    |              |               |               |             |

## SOFTWARE & SUBSCRIPTIONS

| SOFTWARE NAME    | VERSION/LICENSE KEY | VENDOR | RENEWAL DATE | SEATS/USERS |
|------------------|---------------------|--------|--------------|-------------|
| Operating System |                     |        |              |             |

| SOFTWARE NAME      | VERSION/LICENSE KEY | VENDOR | RENEWAL DATE | SEATS/USERS |
|--------------------|---------------------|--------|--------------|-------------|
| Productivity Suite |                     |        |              |             |
| Security/Antivirus |                     |        |              |             |
| Cloud Storage      |                     |        |              |             |
| Design/Creative    |                     |        |              |             |
| Accounting/ERP     |                     |        |              |             |

Additional Notes / Maintenance History: