

HARDWARE INVENTORY

Date: _____
Employee Name: _____
Department: _____
Location: _____
Employee ID: _____

CATEGORY	ITEM DESCRIPTION	SERIAL NUMBER / ASSET TAG	ISSUE DATE	CONDITION
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Computing Devices

Primary
Laptop/PC

Tablet

Display & Peripherals

Monitor 01

Monitor 02

Keyboard /
Mouse

Docking Station

Audio & Visual

Headset / Mic

CATEGORY	ITEM DESCRIPTION	SERIAL NUMBER / ASSET TAG	ISSUE DATE	CONDITION
	Webcam			
Miscellaneous				

External Drive

Cables /
Adapters

Other:

Acknowledgment: I hereby acknowledge receipt of the hardware listed above and agree to the company equipment policy.

Employee Signature
Manager / IT Signature