

HARDWARE INVENTORY

Small Office Management System

Date: _____

Location: _____

ASSET ID	ITEM DESCRIPTION	SERIAL NUMBER	USER / DEPT.	STATUS	CONDITION
HW-001	MacBook Pro 14" M2 16GB	SN-98234-X	Design	Active	Excellent

ASSET ID	ITEM DESCRIPTION	SERIAL NUMBER	USER / DEPT.	STATUS	CONDITION
---------------------	-----------------------------	--------------------------	-------------------------	---------------	------------------

Verified By
Audit Date