

IT ASSET INVENTORY

Departmental Resource Tracking

Date: _____
Auditor: _____

ASSET ID	DEVICE NAME	CATEGORY	SERIAL NUMBER	ASSIGNED TO	STATUS
IT-WS-001	Dell Precision 3660	Workstation	SN-882910-X	Engineering Dept	Active
IT-LT-042	MacBook Pro M2 14"	Laptop	C02FX551Q051	Sarah Jenkins	Active
IT-LT-045	Lenovo ThinkPad X1	Laptop	MJ-00L9X21	-	In Storage
IT-SRV-02	HP ProLiant DL380	Server	USE22199BN	Data Center B	Maintenance
IT-MON-108	LG UltraWide 34"	Peripheral	204NTYJ881	Marketing Hub	Active

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Department Head Signature
Inventory Verification Date