

EQUIPMENT TRACKING LOG

Department: _____

Date Revised: 2023-10-27
Asset Control ID: IT-OPS-001

Asset ID	Equipment Type	Serial Number	Assigned To	Issue Date	Condition
CMP-001	MacBook Pro 16"	C02FP123L57J	Jane Doe	2023-01-15	New
MON-042	Dell 27" 4K	MX-09921-A1	Jane Doe	2023-01-15	Good
CMP-005	Lenovo ThinkPad	PF-2Z4K9L	John Smith	2023-03-10	Excellent

Notes / Observations:

Inventory Manager Signature

Department Head Approval