

HARDWARE AUDIT

Form Ref: HW-2024-AUD

User / Department: _____
Audit Date: _____
Workstation ID: _____
Auditor Name: _____

COMPONENT CATEGORY	SPECIFICATION / MODEL NUMBER	SERIAL NUMBER / ASSET TAG	CONDITION
Computer / CPU			
Monitor 01			
Monitor 02			
Keyboard/Mouse			
Docking Station			
UPS / Surge			
External Storage			
Peripherals (Webcam/Mic)			

Additional Observations & Recommendations:

Employee Signature

IT Representative Signature