

OFFICE EQUIPMENT INVENTORY

Asset Tracking & Maintenance Log

Department: _____

Date: _____

ASSET ID	ITEM DESCRIPTION	MODEL/SERIAL NO.	PURCHASE DATE	CONDITION	LOCATION
EQ-2023-001	MacBook Pro 16" (M2)	SN: C02XJ4KLMD6R	2023-05-12	EXCELLENT	Studio A
EQ-2023-002	Dell UltraSharp 27"	CN-0H1234-5678	2023-06-01	GOOD	Desk 12
EQ-2024-005	Ergonomic Task Chair	Aeron-B-9921	2024-01-15	NEW	Main Office

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Authorized Signature
Inventory Audit Date