

# Equipment and Technology Cost Log

Project/Department: \_\_\_\_\_  
Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

#	Description	Make / Model	Serial / Asset No.	Purchase Date	Vendor / Supplier	Unit Cost	Quantity	Total Cost	Purpose / Notes
1	Laptop Computer	Dell Latitude 7430	DL-4322	2024-01-10	Acme Tech Supply	\$1,180	2	\$2,360	For development team
2	3D Printer	Creality Ender 5	CR-ENDER5-1007	2024-02-18	PrintLab	\$560	1	\$560	Prototype printing
3	Software License	Adobe Creative Cloud	N/A	2024-03-01	Adobe Direct	\$55	5	\$275	Design team tools
4	Network Router	Ubiquiti UniFi Dream Machine	UBNT-UDM-3210	2024-03-20	NetStore	\$299	1	\$299	Office internet upgrade

Important Notes:

- Always include serial numbers and asset identifiers for accurate tracking.
- Ensure all purchase costs are supported with vendor invoices and receipts.
- List purposes clearly to justify each acquisition in audits and reviews.
- Regularly update the log when new equipment or technology is acquired or disposed of.
- This log should be kept secure and accessible to authorized personnel only.