

Equipment and Supplies Listing

Project/Department: _____

Date: _____

Prepared by: _____

#	Description	Model/Specification	Quantity	Unit	Condition	Location	Remarks
1	Laptop	Dell Inspiron 15	10	pcs	New	Main Office	-
2	Printer	HP LaserJet Pro M404	3	pcs	Good	IT Room	-
3	Office Chair	Ergonomic, Black	15	pcs	Fair	Various	Needs minor repairs

Important Notes

- Ensure all items are accurately described and counted.
- Indicate the current condition of each equipment or supply.
- Update this listing regularly to maintain accurate records.
- Add remarks for items requiring attention or maintenance.
- This document should be reviewed and approved by relevant personnel.