

Inventory Verification Sheet

Asset Category-based Format

Department/Unit: _____

Date: _____

Verifier Name: _____

Location: _____

Category: IT Equipment

S/N	Asset Description	Asset Code	Model/Specification	Condition	Physical Verification	Remarks
1	Laptop	ITEQ-001	Dell Latitude 5400	Good	âœ”	âœ”
2	Desktop Computer	ITEQ-002	HP ProDesk 400 G5	Fair	âœ”	Minor scratches

Category: Furniture

S/N	Asset Description	Asset Code	Model/Specification	Condition	Physical Verification	Remarks
1	Office Chair	FURN-011	Ergonomic, Black	Good	âœ”	
2	Meeting Table	FURN-012	6ft x 3ft, Wooden	Good	âœ”	

Category: Other Equipment

S/N	Asset Description	Asset Code	Model/Specification	Condition	Physical Verification	Remarks
1	Projector	EQPT-003	Epson EB-X41	Needs Service	âœ”	Lamp replacement
2	Printer	EQPT-004	Canon LBP6030	Good	âœ”	

Verified By:

Name & Signature

Checked By:

Name & Signature

Approved By:

Name & Signature

Important Notes:

- Ensure all information is filled accurately and completely, asset by asset.
- Verify physical presence and condition of each asset during the process.

- Documentation should be retained for audits and future reference.
- Any discrepancies or missing assets must be reported and remarked upon.
- Asset categorization improves tracking and simplifies reporting.