

Equipment Asset List

Department: Facilities & Operations

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Asset Inventory Table

| No. | Asset Name | Asset ID | Serial Number | Location | Date Acquired | Condition | Assigned To |
|-----|---------------------------|----------|----------------|----------------|---------------|---------------|----------------|
| 1 | Laptop Dell Latitude 5520 | EQ-00123 | SN-D5520-001 | Main Office | 2022-03-15 | Good | Anna Smith |
| 2 | Projector Epson X05 | EQ-00151 | SN-EPX05-004 | Meeting Room A | 2021-10-02 | Excellent | Conference Use |
| 3 | Printer HP LaserJet Pro | EQ-00212 | SN-HPLJ-012 | Print Room | 2019-07-23 | Needs Service | - |
| 4 | Desk Phone Cisco 8845 | EQ-00543 | SN-CSC8845-099 | Main Office | 2023-01-09 | Good | Michael Tan |

Important Notes

- Update this list regularly to ensure accurate asset tracking.
- Record asset transfers, disposals, and changes in condition promptly.
- Secure document access to authorized personnel only.
- Keep supporting documents (purchase receipts, warranty info) for each asset.
- Periodic audits are recommended to verify physical assets versus records.