

Equipment Asset List

Department: Facilities & Operations

Prepared by: John Doe

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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.