

IT Asset Management List

Date: 2024-06-01

Department: Information Technology

Asset ID	Asset Type	Brand / Model	Serial Number	User / Assignee	Location	Status	Purchase Date	Warranty Expiry	Remarks
IT-0012	Laptop	Dell Latitude 5420	SN123456789	Jane Doe	HQ - 3rd Floor	In Use	2023-03-15	2026-03-14	--
IT-0018	Desktop	HP EliteDesk 800	SN987654321	John Smith	HQ - 2nd Floor	In Use	2022-05-01	2025-05-01	SSD Upgraded
IT-0025	Printer	Brother HL-L2370DN	BR789123456	Office Shared	HQ - Print Room	Available	2021-09-11	2024-09-11	--
IT-0031	Monitor	Samsung S24F350	SM456321789	Mike Lee	HQ - 3rd Floor	In Repair	2023-01-20	2025-01-20	Broken Panel
IT-0042	Router	Cisco RV340	CS657483920	IT Dept	Server Room	In Use	2022-10-12	2025-10-12	--

Important Notes:

- Regularly update asset information to reflect current status and ownership.
- Ensure serial numbers and IDs are accurate for audit and support purposes.
- Monitor warranty periods to plan for renewals or replacements in advance.
- Document asset movement, repairs, and status changes promptly.
- Keep this document accessible to authorized personnel only.