

Asset Inventory Document

Organization: ABC Corporation
Department: IT Department
Inventory Date: 2024-06-20
Prepared by: John Doe
Location: HQ Office, 3rd Floor

Inventory List

| No. | Asset Name | Category | Asset Tag / Serial No. | Condition | Acquisition Date | Remarks |
|-----|---------------------------|----------|------------------------|-----------|------------------|----------------------|
| 1 | Dell Laptop Latitude 5520 | Computer | AS-102391 | Good | 2023-02-14 | Assigned to Alice C. |
| 2 | HP LaserJet Pro M404 | Printer | PR-2038 | Fair | 2021-07-08 | Needs service |
| 3 | Samsung Monitor 24" | Monitor | MN-84920 | Good | 2022-11-15 | - |

Prepared By
(Signature & Date)

Approved By
(Signature & Date)

Important Notes

- Ensure all asset information is recorded accurately with up-to-date status.
- Update this document regularly to reflect changes or movements of assets.
- Use unique asset tags or serial numbers for precise tracking and identification.
- Each change or transfer should be properly authorized and documented.
- Store signed copies securely for audit and compliance purposes.