

# 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.