

IT Asset Tracking Registration Sheet

#	Asset Tag	Asset Type	Brand/Model	Serial Number	Assigned To	Department	Acquisition Date	Status	Remarks
1	IT-2024-001	Laptop	Dell Latitude 5420	SN1234567890	Jane Smith	Finance	2024-03-25	In Use	
2	IT-2024-002	Monitor	HP E24 G4	SN9876543210	Tom Lee	IT	2024-04-02	In Use	Dual setup
3	IT-2024-003	Phone	iPhone 14	SN1122334455	Anna Brown	Sales	2024-01-19	In Use	
4	IT-2024-004	Printer	Brother HL-L2350DW	SN5566778899	-	Admin	2023-11-10	Available	Shared

Important Notes:

- Ensure all asset entries are complete and accurate before submission.
- Update the status column regularly to reflect current assignment and condition.
- Asset tags and serial numbers must be unique to avoid confusion or duplication.
- Only authorized personnel should make updates to this document.
- This sheet should be reviewed periodically to maintain IT inventory integrity.