

Asset Inventory List

Document Information

Prepared By	[Name]
Date	[YYYY-MM-DD]
Department	[Department Name]
Location	[Office/Branch]

Asset Inventory List

#	Asset Name	Type/Category	Serial Number	Description	Location	Date Acquired	Condition	Assigned To	Remarks
1	Laptop Dell XPS 13	Electronics	DXPS13-2022-001	13" Laptop, 8GB RAM	HQ-IT Room	2023-01-15	Good	John Smith	-
2	HP OfficeJet 7740	Printer	HP-OJ7740-474	Wide Format Printer	2nd Floor	2022-09-26	Good	Shared	Requires Maintenance

Important Notes

- Ensure that all asset details are accurate and regularly updated.
- Record any changes in asset status, location, or assignment promptly.
- This document should be periodically reviewed and verified by responsible personnel.
- Maintain backup copies to prevent data loss.
- Use unique identifiers for each asset to avoid duplication.