

IT Asset Audit Compliance Document

Document Number: ITA-ACD-2024-001

Date: 2024-06-15

Auditor: Jane Doe

Department: IT Services

1. Purpose

The purpose of this document is to report on the compliance of IT assets according to company policies and regulatory requirements.

2. Scope

This audit covers all IT hardware and licensed software assets within the main office as of the date listed above.

3. Asset Inventory Overview

Asset ID	Asset Name	Category	User/Location	Status	Compliance
PC-0092	Dell Optiplex 7070	Desktop	John Smith	In Use	Compliant
LT-0045	Lenovo ThinkPad X1	Laptop	Sarah Lee	In Use	Non-Compliant
SW-103	Microsoft Office 2021	Software	License Pool	Active	Compliant
SRV-02	HP ProLiant DL380	Server	Server Room	In Use	Compliant

4. Findings

- Lenovo ThinkPad X1** assigned to Sarah Lee is missing the latest security patch and endpoint protection software.
Action Required: Update OS and install required software within 7 business days.
- All other audited assets comply with security and licensing requirements.

5. Recommendations

- Ensure scheduled patch updates for all devices are enforced.
- Conduct quarterly IT asset audits to maintain compliance.
- Maintain up-to-date documentation of all IT assets and licenses.

6. Audit Signoff

Auditor Signature: _____

Date: _____

Important Notes:

- Asset compliance documents are critical for regulatory audits and internal controls.
- Regular audits help identify security and compliance gaps promptly.
- Always record remediation actions for non-compliant assets.
- Maintain historical audit records for reference and future audits.