

Annual Asset Warranty Monitoring Sheet

Department: IT & Infrastructure

Prepared By: Jane Doe

Year: 2024

Date Prepared: 10-Jun-2024

1. Asset Warranty Inventory

No.	Asset Name	Tag/Serial Number	Purchase Date	Warranty Period	Warranty Expiry	Vendor Name	Status	Remarks
1	Dell Latitude 7420 Laptop	DLT-00034	15-Feb-2023	2 Years	14-Feb-2025	Dell Inc.	Active	
2	HP LaserJet Pro M404dn	HPPR-00278	05-Aug-2022	3 Years	04-Aug-2025	HP Authorized Dealer	Active	
3	Cisco Switch SG350	CSW-54821	23-Nov-2020	5 Years	22-Nov-2025	Cisco Systems	Active	
4	Apple MacBook Air M1	AMBA-7002	12-May-2021	3 Years	11-May-2024	Apple Store	Expiring Soon	Renewal requested
5	Canon IR-ADV C3520i	CNPR-1834	27-Sep-2019	5 Years	26-Sep-2024	Canon Solutions	Expiring Soon	Check support extension
6	Samsung Monitor 27"	SMNT-0291	04-Jan-2023	1 Year	03-Jan-2024	Samsung Partner	Expired	

2. Important Notes

- Regularly update this sheet to ensure timely warranty renewals and claims.
- Active monitoring helps avoid lapses in coverage and unexpected repair costs.
- Verify warranty terms directly with vendors for critical assets nearing expiry.
- Document retention of invoices and warranty certificates is crucial for claims.
- Review and audit this register at least twice a year for accuracy.