

# Asset Acquisition and Warranty Lifecycle Tracker

## Asset Details and Tracking

Asset Name	Asset Tag / Serial #	Acquisition Date	Vendor	Cost	Warranty Start	Warranty End	Warranty Status	Location	Responsible Person
Laptop - Dell Latitude 5430	DL13400XQZ	2023-05-14	Dell Inc.	\$1,120	2023-05-14	2026-05-13	Active	Head Office	Jane Doe
Color Printer - HP LaserJet Pro	HP92038912	2022-10-28	HP Store	\$480	2022-10-28	2025-10-27	Active	Print Room	Mike Ross
Projector - Epson EX3240	EPX9899987	2020-07-09	TechWorld	\$665	2020-07-09	2023-07-08	Expired	Conf Room 1	Nina Patel

## Acquisition and Warranty Event Log

Date	Asset	Event Type	Description
2023-10-18	HP LaserJet Pro	Warranty Service	Replaced toner under warranty service request #00831.
2023-05-14	Dell Latitude 5430	Asset Received	Delivered and checked. Assigned to Jane Doe.
2022-12-03	HP LaserJet Pro	Maintenance	Routine cleaning performed (in warranty).
2020-07-18	Epson EX3240	Asset Received	Installed in Conference Room 1.

### Important Notes:

- Ensure accurate recording of all asset acquisition and warranty details at the time of purchase.
- Track warranty expiration dates proactively to avoid lapses in coverage and potential support issues.
- Attach invoices, warranty certificates, and service records for reference.
- Regularly update event logs to reflect maintenance, repairs, and warranty claims.
- This tracker supports accountability and helps in lifecycle planning for replacements or upgrades.