

PC Inventory Form

DELIVERY INFORMATION (if available)

New: Y/N	Date received:	Accepted by:
If leased, from whom:		Phone:
Contact:		E-mail:
Lease date:		Contract:
Expires:		Comments:

INVENTORY INFORMATION – END USER MACHINES

Inventory Date:	Manufacturer	Model	ID No./Serial No.	Cost
__Tower __Laptop __Desktop				
__Surface __Tablet				
Monitor				
Keyboard				
Mouse				
Docking station				
Speakers				
Microphone (external)				
Local Printer				
Memory (MB)				
Other				

SOFTWARE INFORMATION

Type	Manufacturer	Name	Version	Cost
OS				
Antivirus				
Office				

NETWORK INFORMATION

Office Location/Network ID	
Primary User Group	
Member of Other Group(s)	

ASSIGNED USER

Date	Name	Ext.	E-mail	Location