

Asset Inventory Checklist Template

Use this checklist for tracking equipment and assets within your organization.

Asset Details

Asset Name		Asset ID / Tag	
Category		Location	
Department		Custodian	

Equipment Inventory Checklist

#	Equipment Name / Description	Serial Number	Condition	Date Acquired	Last Checked	Status	Comments
1							
2							
3							
4							
5							

Signature

Name		Date	
Signature			

Note: Complete all fields to ensure thorough asset record maintenance.