

# PC System Inventory Form

DELIVERY INFORMATION (if available)			
New: <b>Y/N</b>	Date received:	Accepted by:	Vendor/Invoice:
If leased, from whom:		Phone:	E-mail:
Contact		Contract:	
Lease date:	Expires:	Comments:	

INVENTORY INFORMATION – END USER MACHINES			
Inventory Date:	Model	ID No./Serial No.	Cost
<b>Manufacturer</b>			
<b>__Tower __Laptop __Desktop</b>			
<b>Monitor</b>			
<b>Keyboard</b>			
<b>Mouse</b>			
<b>Docking station</b>			
<b>Modem __internal __external</b>			
<b>Speakers</b>			
<b>Microphone (external)</b>			
<b>Local Printer</b>			
<b>Operating System</b>			
<b>Memory (256, 512, 1024 MB)</b>			
<b>Antivirus Software</b>			
<b>Applications Software</b>			
<b>Other</b>			

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

ASSIGNED USER				
Date	Name	Ext.	E-mail	Office Location