# IT Asset Inventory

*Purpose:* This document provides a structured overview of all IT assets, including hardware and software, along with their assigned users, locations, and statuses. It ensures efficient tracking, management, and auditing of IT resources within the organization.

## Organization Details

**Organization Name:** {organizationName}  
**Inventory Date:** {inventoryDate}  
**Prepared By:** {preparedBy}

## 1. Hardware Inventory

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Asset Tag** | **Type** | **Brand/Model** | **Assigned To** | **Location** | **Status** |
| {#hardwareItems}{assetTag} | {type} | {brandModel} | {assignedTo} | {location} | {status}{/hardwareItems} |

## 2. Software Licenses

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Software Name** | **Version** | **License Key** | **Seats Purchased** | **Seats Assigned** | **Expiration Date** |
| {#softwareLicenses}{softwareName} | {version} | {licenseKey} | {seatsPurchased} | {seatsAssigned} | {expirationDate}{/softwareLicenses} |

## 3. Disposal/Out-of-Service Items

{^hasDisposedItems}

*No disposed items recorded at this time.*

{/hasDisposedItems}

{#hasDisposedItems}

|  |  |  |  |
| --- | --- | --- | --- |
| **Asset Tag** | **Type** | **Reason for Disposal** | **Date Removed** |
| {#disposedItems}{assetTag} | {type} | {disposalReason} | {removalDate}{/disposedItems} |

{/hasDisposedItems}

## 4. Notes & Observations

{notes}

### Review Status

{#isReviewed}**This IT inventory has been reviewed and approved by the IT department.**{/isReviewed}{^isReviewed}*This IT inventory has not yet been reviewed.*{/isReviewed}