

## Sample Hardware and Software Inventory List

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Bureau/Division/Agency: \_\_\_\_\_

### Agency Provided Hardware

Hardware	Type	Serial #	Program	Version
PC				
Monitor				
Surge Protector				
Printer				
Other				
Other				
Other				

### Agency Provided Software

Type	Serial #	Program	Version

# Hardware and Software Inventory List Continued

## Employee Provided Hardware and Software


\_\_\_\_\_  
Employee's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee's name printed

\_\_\_\_\_  
Supervisor's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's name printed

\_\_\_\_\_  
IT Department Representative's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
IT Department Representative's name printed