

EMPLOYEE INVENTORY LIST

Employee Name: _____
 Position: _____ Hire Date: _____
 Department: _____ Office Location: _____
 Mobile Number: _____ Direct Number: _____

ITEM:	SERIAL NUMBER / COMMENT:	ISSUED:	RETURNED:
Key			
Key Card			
ID Badge			
Vehicle			
Computer - Desktop I			
Desktop II			
Laptop			
Peripherals - Monitor			
Dual Monitor			
Standard Keyboard & Mouse			
Wireless Keyboard & Mouse			
Printer			
Desk Phone			
Mifi			
Wireless Charger(s)			
Desktop Scanner			
Mobile Device(s) - iPhone			
Push-to-Talk Phone			
iPad w/Cellular			
iPad w/Wifi Only			
Surface			
OTHER:			

ISSUED

Employee Signature: _____ Date: _____
 Supervisor Signature: _____ Date: _____

RETURNED

Employee Signature: _____ Date: _____
 Supervisor Signature: _____ Date: _____