

# 2009/2010 IT Asset Inventory

(Computers, Audio/Visual Hardware, Projectors, AT Devices, etc.)

*Please file a separate form for each location and room in which you have ANW equipment.*

*In addition to filing this form, ALL laptops MUST be returned for service and updates and will be reissued after break. If you have no equipment please file the form with NONE in the 1<sup>st</sup> box.*

Staff Member Name: \_\_\_\_\_

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

Location: \_\_\_\_\_

Room: \_\_\_\_\_

Do you have District Assets? Y/N \_\_\_\_\_

**Please list ALL ANW IT equipment placed @ this site:**

<i>Brand</i>	<i>Description</i>	<i>ANW Asset #</i>	<i>Barcode Tag Y/N</i>	<i>(L)aptop (D)esktop (O)ther Hardware</i>
Ex: DELL	Optiplex 320	ANW00919A	Y	D
Ex:Viewsonic	PDJ8020 Video Projector	CNP00.000.00	N	O