

# Adobe PDF Computer and Software Inventory Template Example



Company Logo

## Inventory

Hardware / Software Description						Item Purchase Information			Item Documentation Information				Quantities		
Item Category	Item Name	Description	Edition	Creator	Category	Date Purchased	Department	Retailer	Cost	Type	Exp. Date	Serial Number	Purchased	Used	Remaining
Software	Microsoft Office 365	Office productivity suite including Word, Excel, PowerPoint, etc.	20xx	Microsoft	Office Productivity	01/15/20xx	IT	Microsoft Store	\$99.99 per license	Subscription	01/15/20xx (annual)	ABCD-EFGH-IJKL-MNOP	50	45	5
Hardware	Dell XPS 13	Ultrabook laptop with Intel i7 processor, 16GB RAM, 512GB SSD	20xx	Dell	Laptop	03/10/20xx	Sales	Dell	\$1,299.99	One-Time Purchase	N/A	1234-5678-9101-1121	10	10	0
Software	Adobe Photoshop CC	Photo editing and graphic design software	20xx	Adobe	Graphic Design	02/20/20xx	Marketing	Adobe	\$239.88 per year	Subscription	02/20/20xx (annual)	WXYZ-1234-5678-9101	25	20	5
Hardware	HP LaserJet Pro MFP M428fdw	Multifunction laser printer with scanning, copying, and fax capabilities	20xx	HP	Printer	04/05/20xx	Admin	Office Depot	\$399.99	One-Time Purchase	N/A	8765-4321-5678-9876	5	5	0
Software	AutoCAD	Computer-aided design (CAD) software for architecture, engineering, and construction	20xx	Autodesk	Design & Drafting	05/22/20xx	Engineering	Autodesk	\$1,690.00 per license	Subscription	05/22/20xx (annual)	0987-6543-3210-1234	15	12	3

Prepared By:	
Signature:	

Date:	
Contact Number:	

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