**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12211&utm_source=template-word&utm_medium=content&utm_campaign=Basic+Employee+Equipment+Inventory+Template-word-12211&lpa=Basic+Employee+Equipment+Inventory+Template+word+12211)Basic Employee Equipment Inventory Template**

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| **Equipment ID** | **Item Name** | **Issue Date** | **Age of Item** | **Assigned To** |
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