Computer Inventory Form

Use this form to:

- **Log your computer hardware serial and model numbers. Attach a copy of your vendor documentation to this document.**
- **Record the name of the company from which you purchased or leased this equipment and the contact name to notify for your computer repairs.**
- **Record the name of the company that provides repair and support for your computer hardware.**

(*Make additional copies as needed. Keep one copy of this list in a secure place on your premises and another in an off-site location*).

Hardware (CPU, Monitor, Printer, Keyboard, Mouse)	Hardware Size, RAM & CPU Capacity	Model Purchased	Serial Number	Date Purchased	Cost