

DEPARTMENT	
DATE PERIOD	

**Note: (Type: Server, Desktop, Laptop, Others)**

PC		Software Status Findings	Physical Status Findings	Action Taken / Remarks
Computer Name				
Type				
IP Address				
Assign User				
Computer Name				
Type				
IP Address				
Assign User				
Computer Name				
Type				
IP Address				
Assign User				
Computer Name				
Type				
IP Address				
Assign User				
Computer Name				
Type				
IP Address				
Assign User				

Prepared by:

Noted by:

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IT Personnel

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