Inventory Control Record Form Sample

The **inventory control record form** sample with serial numbers provides a systematic way to track and manage assets efficiently. This form helps maintain accurate records by listing each item's unique serial number, ensuring precise inventory monitoring. Utilizing this resource enhances accountability and simplifies asset management processes.

Item Name	Description	Serial Number	Quantity	Location	Date Acquired	Status
Dell Laptop	Latitude 5520, Intel i5	DL5520-AX123456	1	Head Office	2023-01-15	In Use
HP Printer	LaserJet Pro M404dn	HP404DN-PR654321	2	Warehouse	2022-11-27	In Use
Apple iPad	iPad 9th Gen, 64GB	IPAD9G-XY098712	3	Remote Team	2023-05-09	In Use
Dell Monitor	24" FHD Monitor	DM24H-FD234567	5	Training Room	2023-02-12	Available
Netgear Switch	24-Port Gigabit Switch	NGS24G-SW789012	1	Server Room	2022-10-18	In Use

Prepared By: _____   **Date:** _____

Verified By: _____   **Date:** _____