

DISPLAY MODEL & DEMONSTRATION INVENTORY LOG

LEDGER TEMPLATE

DEPARTMENT / SECTION

LOCATION / BRANCH

DATE OF INVENTORY

LOG CUSTODIAN

NO.	ITEM DESCRIPTION / MODEL	SERIAL NO. / ASSET ID	DATE PLACED	CONDITION IN	CURRENT STATUS	LAST INSP. DATE	NOTES / ACTION REQUIRED

VERIFIED BY (NAME & SIGNATURE)

AUTHORIZED SIGN-OFF DATE