Laptop Cart Inventory Form

School_____ **Cart #** _____

Laptop Make	Laptop Model	Laptop Serial #	Asset Tag#	Power Cord	Wireless Card	Access Point	Condition	Assigned to:
Dell, Gateway, Apple, HP, etc.	Inspiron 3500, 5300, etc.		If no tag, indicate "No tag"	Y/N	Y/N (if N/A indicate N/A)	Y/N (if N/A indicate N/A)	New, Good, Poor	If assigned to an individual

Administrator Signature:

Laptops assigned to individuals from a laptop cart must be included on the *Laptop Assignment Listing* and must also have a completed *Laptop Inventory Form* on file.