Manual Computer Inventory Form

Assignee’s Name: __________________________  Inventory Date: ________________

Computer Location: ________________ (Building/Room)

Manufacturer: __________________________ Model: __________________________

Serial Number: __________________________

Hard Drive Size(s): #1 ________GB  #2 ________GB

Hard Drive Space Available per drive: #1 ________GB  #2 ________GB

Computer RAM (Memory): ________GB

Case Size/Style: Minitower  ○  Desktop  ○  Small Form Factor  ○  
13-14” Laptop  ○  15-16” Laptop  ○  17” or greater Laptop  ○

Monitor Size: 19” or less  ○  20-21”  ○  22-24”  ○  27” or greater  ○

Computer Primary Operating System:
  Windows (XP  ○  Vista  ○  7  ○  )
  Apple OSX (10.5  ○  10.6  ○  10.7  ○  10.8  ○  )
  Linux (Ubuntu  ○  RedHat  ○  Other ____________________________)

Network Card Hardware Address (NIC/MAC): ___ ___ - ___ ___ - ___ ___ - ___ ___

Computer Hostname: ______________________________

Computer IP Address: ______________________________