

# IT Supplies and Equipment Check List

Date: \_\_\_\_\_

To: [Recipient Name]

From: [Your Name]

Subject: IT Supplies and Equipment Check List for Office

## Office Equipment

- Computers (Desktops/Laptops)
- Monitors
- Printers
- Scanners
- Projectors

## Networking Equipment

- Routers
- Switches
- Access Points
- Cables (Ethernet, Power)

## Software

- Operating Systems
- Office Suite
- Antivirus Software
- Specialized Applications

## Accessories

- Keyboards
- Mice
- Headsets
- Docking Stations

## Additional Supplies

- USB Drives
- External Hard Drives

- Whiteboards
- Office Software Licenses

Please ensure that all items are accounted for and in working condition.

Thank you!