

IT Resource Tracking Checklist

Date: **[Insert Date]**

To: **[Employee Name]**

Department: **[Department Name]**

From: **[Your Name]**

Subject: IT Resource Tracking Checklist

Checklist Items

- Device Inventory:
 - Laptop/PC
 - Monitor
 - Printer
- Software Inventory:
 - Operating System
 - Office Suite
 - Antivirus Software
- Access Credentials:
 - Network Access
 - Application Access
 - Email Access
- Peripheral Devices:
 - Keyboard
 - Mouse
 - External Hard Drive

Thank you for ensuring that all IT resources are tracked accurately. Please complete the checklist and return it to the IT department.

Best regards,
[Your Name]
[Your Position]