

Use the “Equipment inventory template” to manage your equipment. Our spreadsheet is straightforward to use, with 15 columns that describe the specific characteristics of your inventory.

Equipment Name	Model	Serial number	Equipment Type	Location	Vendor	Purchase Date	Warranty expiration date	Number of Items	Unit Cost	Total Cost	Useful life of an asset, month	Monthly Straight Line Depreciation	Photo/ Link	Notes
----------------	-------	---------------	----------------	----------	--------	---------------	--------------------------	-----------------	-----------	------------	--------------------------------	------------------------------------	-------------	-------

- “Equipment Name” - in this column, enter the name of the equipment;
- “Model” - in this column, information should be detailed - you should specify equipment model;
- “Serial number” - in this column, enter the serial number, identification code, or other special designation of the particular equipment;
- “Equipment Type” - in this column, you should specify the type of equipment if different;
- “Location” - in this column, you should indicate the current location of your equipment (or the name of the customer and address if you rent the equipment);
- “Vendor” - in this column, indicate the name of the organization from which you purchased this equipment;
- “Purchase Date” - in this column, indicate the date of purchase of equipment in the format **mm/dd/yyyy**;
- “Warranty expiration date” - in this column, specify the expiry date of the warranty service in the format **mm/dd/yyyy**;
- “Number of Items” - in this column, you should indicate the quantity of equipment purchased that relates to one serial number;
- “Unit Cost” - in this column, enter the value of the item purchased;
- “Total Cost” - this column automatically calculates the total value of the present quantity of equipment;
- “Useful life of an asset, month” - in this column, you should indicate the estimated useful life of the equipment to calculate the monthly depreciation (**Important:** you must specify the value in months);
- “Monthly Straight Line Depreciation” - this column automatically calculates the monthly depreciation payment to be charged each month for the entire useful life of the equipment;
- “Photo/ Link” - in this column, you can add a photo of the equipment and/or the necessary links;
- “Notes” - in this column, you can leave important notes for those who will use this document.

The example of a completed table is as follows:

Equipment Name	Model	Serial number	Equipment Type	Location	Vendor	Purchase Date	Warranty expiration date	Number of Items	Unit Cost	Total Cost	Useful life of an asset, month	Monthly Straight Line Depreciation
Item 1	BOF-684-KYR	154846515154	Type 1	Warehouse 1	Manufacturer 1	01/09/2021	01/09/23	2	\$10,000	\$20,000	60	\$333
Item 2	JOI-641-VHU	61061368191	Type 2	Warehouse 2	Manufacturer 2	02/09/2021	13/02/25	15	\$41,336	\$620,040	180	\$3,445
Item 3	OKV-618-SID	78651401485	Type 3	Warehouse 3	Manufacturer 3	03/09/2021	02/06/28	6	\$4,356	\$26,136	24	\$1,089
Item 4	ODF-154-DVD	86144945944	Type 4	Warehouse 4	Manufacturer 4	04/09/2021	13/02/24	27	\$10,120	\$273,240	60	\$4,554
Item 5	PKB-684-SXI	57928364816	Type 5	Warehouse 5	Manufacturer 5	05/09/2021	25/07/25	28	\$32,526	\$910,728	360	\$2,530
Item 6	TRB-554-RTR	34723396252	Type 6	Warehouse 6	Manufacturer 6	06/09/2021	14/07/31	21	\$1,515	\$31,815	240	\$133
Item 7	RGE-954-BRS	78605976846	Type 7	Warehouse 7	Manufacturer 7	07/09/2021	07/09/30	17	\$7,248	\$123,216	36	\$3,423
Item 8	BRO-548-EWG	30690138161	Type 8	Warehouse 8	Manufacturer 8	08/09/2021	08/03/28	6	\$10,410	\$62,460	12	\$5,205