ASSET TRACKING FORM

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| --- |
| TOTAL ASSET VALUE |
| **$0** |

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| REORDER | ITEM NO. | DATE OF LAST ORDER | ITEM NAME | VENDOR | STOCK LOCATION | DESCRIPTION | COST PER ITEM | STOCK QUANTITY | TOTAL VALUE | REORDER LEVEL | DAYS PER REORDER | ITEM REORDER QUANTITY | ITEM DISCONTINUED |
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**TRACKING TEMPLATE**

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| --- | --- | --- |
| EMPLOYEE SIGNATURE |  | DATE  |
|   | MM/DD/YY |

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| ASSET INFORMATION | PURCHASE | CURRENT INVENTORY |
| **ITEM NO.** | **ITEM NAME** |  **DESCRIPTION** | **QUANTITY** | **VENDOR** | **VENDOR ITEM NO.** | **UNIT** | **CURRENT QUANTITY** | **ITEM AREA** | **ITEM SHELF / BIN** |
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| **ASSET ITEM TEMPLATE** |
| COMPANY NAME |  |  |  |
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| ASSET INFO |
| **ITEM NAME** |  |
| **ITEM NO.** |  |
| **LOCATION** |  |
| **PRICE** |  |
| **ITEM QUANTITY** |  |
| **MATERIAL** |  |
| **DESCRIPTION** |  |

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| --- |
| EMPLOYEE INFO |
| **COUNTED BY** | **CHECKED BY** |
| **EMPLOYEE NAME** |  | **EMPLOYEE** |  |
| **EMPLOYEE ID** |  | **EMPLOYEE** |  |

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| --- | --- | --- |
| EMPLOYEE SIGNATURE |  | DATE  |
|   | MM/DD/YY |

**VENDOR LIST**

|  |  |
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| VENDOR | CONTACT |
| **VENDOR NAME** | **PRODUCT NAME** | **WEB LINK** | **DESCRIPTION** | **COST** | **LEAD TIME IN DAYS** | **CONTACT NAME** | **EMAIL ADDRESS** | **PHONE** | **FAX** | **MAILING ADDRESS** | **CITY** | **STATE** | **ZIP** | **COUNTRY** |
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