[](https://www.smartsheet.com/try-it?trp=11576&utm_source=integrated-content&utm_campaign=/content/asset-tracking-templates&utm_medium=Asset+Tracking+Form+doc+11576&lpa=Asset+Tracking+Form+doc+11576&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)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**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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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