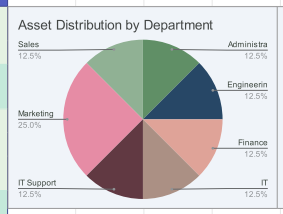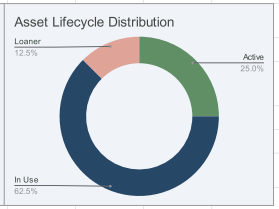Porfolio Metrics	Asset Name	Model Number	Serial Number	Description	Purchase Date	Purchase Price	☑ Sales Tax	Department Assigned	Location	Asset Status	Replacement Cycle	Procurement Vendor	Asset Category	Warranty Expiration	Last Audit Date	Notes
	Laptop - S. Kim	EliteBook 840 G10	LPT-840-A1B2	Employee standard issue laptop	9/10/2025	$1,350.00	☑	Marketing	Cubicle 5C	In Use	3 Years	HP Direct	Computer Hardware	2028-09-10	1/25/2026	Used for graphic design software.
	Monitor - Dual Set	P2422H 24-inch	MON-P242-C3D4	FHD monitors for workstation	9/10/2025	$220.00	☑	Marketing	Cubicle 5C	In Use	5 Years	CDW	Peripheral	2030-09-10	1/25/2026	Set of two monitors.
	Server - Web Dev	PowerEdge T150	SRV-T150-E5F6	Development server for testing environment	11/20/2024	$2,900.00	☑	IT Operations	Server Room B	Active	7 Years	Dell Technologies	Server Hardware	2031-11-20	2/5/2026	Offsite backup configured.
	Company SUV	Honda CR-V EX	SUV-CRV-G7H8	Vehicle for client visits	4/1/2023	$32,000.00	☐	Sales	Parking Garage	In Use	8 Years	Local Dealer Group	Vehicle	2027-04-01	1/15/2026	Needs oil change soon.
	VoIP Phone	Cisco IP Phone 7841	PHN-7841-I9J0	Standard office desk phone	5/5/2025	$180.00	☑	Administration	Office 108	In Use	5 Years	Telecom Solutions	Telephony	2030-05-05	1/1/2026	PoE enabled.
	Shredder	Fellowes 99Ci	OFC-SHR-K1L2	Heavy duty cross-cut shredder	2/15/2024	$450.00	☑	Finance	Records Storage	In Use	6 Years	OfficeMax	Office Equipment	2027-02-15	12/10/2025	Used heavily on 1st and 15th of month.
	Software License	AutoCAD Perpetual	SW-ACAD-M3N4	CAD software license	1/1/2026	$1,800.00	☐	Engineering	N/A	Active	1 Year	Autodesk	Software License	N/A	2/9/2026	Annual maintenance renewal due Jan 1.
	Loaner Laptop	MacBook Air M2	LPT-MBA-O5P6	Temporary replacement/loaner device	7/20/2025	$1,099.00	☑	IT Support	IT Help Desk	Loaner	3 Years	Apple Store	Mobile Device	2028-07-20	2/1/2026	Available for checkout.
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Total Asset Portfolio Value						$38,649.00	☐