Dealership IT Asset Inventory Template

One register for every device, license, network box, circuit and vendor, each with the date it needs attention.

How to use it. Fill in one register per store, plus one for the group's shared licenses and vendors. Walk each store and count what is there. Fill in the dates before anything else: purchase, warranty end, the maker's end of support and renewal. Keep devices, licenses and data on separate sheets, and recount every store in the same month each year. **Put a date on every row, and keep devices, licenses and data on separate sheets.**

The line guide

1 The store and the register

1.1 Store or rooftop name, and the person who owns the register.

1.2 The date of the last full count, and the date of the next one.

1.3 Where the register is kept, and who can change it.

2 Computers and devices

2.1 Each PC, laptop and tablet by store and department, with its asset tag or serial number.

2.2 The person it is assigned to, or the desk it stays at.

2.3 Purchase date and warranty end date.

2.4 Operating system and version, and the date its maker ends support.

2.5 Shop diagnostic laptops and interfaces on their own rows.

2.6 Printers, scanners and other shared devices.

3 Network equipment

3.1 Firewalls, switches, access points and routers at each store, with model and location.

3.2 Serial number, purchase date and warranty end date.

3.3 The maker's end-of-sale and end-of-support dates, as the maker publishes them.

3.4 Backup internet equipment and shop Wi-Fi.

4 Licenses and subscriptions

4.1 Each product or plan, and the person or department that owns it.

4.2 Seats paid for, and seats in use.

4.3 Renewal date and expiry date.

4.4 The notice needed to cancel or change it.

4.5 The cost for each term.

5 Phones, circuits and fiber

5.1 Internet circuits and fiber at each store, with the carrier and the contract end date.

5.2 The phone system and phone service, with contract end dates.

5.3 Account and circuit numbers, kept where the next person can find them.

6 Data and vendor access

6.1 Each system that holds customer information, and who owns it.

6.2 Each vendor that can reach that data, and what it can reach.

6.3 How the vendor connects, and who approved it.

6.4 The contract date, and the date you last reviewed the vendor's access.

7 Keeping it current

7.1 Who updates the register when a device is bought, moved or retired.

7.2 What is handed out at hire and collected at exit.

7.3 The wipe method and date for each device that leaves.

7.4 The month you recount each store.

Devices and network equipment

One row per device. Warranty end and the maker's end of support are two different dates.

1.1 Store _____ Register owner _____ 1.2 Last count _____

2 Computers and devices

Asset tag or serial (2.1)	Device	Store and department (2.1)	Assigned to (2.2)	Bought (2.3)	Warranty ends (2.3)	Operating system (2.4)	Support ends (2.4)

3 Network equipment

Device and model (3.1)	Location (3.1)	Serial number (3.2)	Bought (3.2)	Warranty ends (3.2)	End of sale (3.3)	End of support (3.3)

4 Licenses and subscriptions

Product or plan (4.1)	Owner (4.1)	Seats paid for (4.2)	Seats in use (4.2)	Renewal date (4.3)	Expires (4.3)	Notice to cancel (4.4)	Cost per term (4.5)

5 Phones, circuits and fiber

Circuit, fiber or phone service (5.1, 5.2)	Carrier	Account or circuit number (5.3)	Store	Contract ends

6 Data and vendor access

System holding customer information (6.1)	System owner (6.1)	Vendor with access (6.2)	What it can reach (6.2)	How it connects (6.3)	Approved by (6.3)	Contract date (6.4)	Access last reviewed (6.4)

Worked example

One rooftop, six rows, filled in the way the template asks.

Device	Store and department	Assigned to	Bought	Warranty ends	Operating system or maker's end of support
2.1 **Sales desk PC**	Main store, sales	Sales desk 3	March 2023	March 2026	Windows 11 Pro
2.1 **F&I office PC**	Main store, F&I	Finance manager	June 2022	June 2025	Windows 11 Pro
2.1 **Front desk PC**	Main store, front desk	Receptionist	August 2023	August 2026	Windows 11 Pro
2.5 **Shop diagnostic laptop**	Truck shop, bay 4	Bay 4 cart	January 2021	January 2024	Windows 10 Pro, support ended October 14, 2025
3.1 **Firewall**	Main store, parts closet	Shared	September 2020	September 2025	Maker's support ends June 2028
3.1 **Access point**	Truck shop	Shared	May 2022	May 2027	Maker's support ends March 2029

Worked example for one rooftop. Every date is made up. The firewall's warranty ended in 2025 but its maker supports it until 2028, so the register carries both dates.

Bring your register to a complimentary assessment.
It reviews what is running in your stores and what is outdated.

heliontechnologies.com/it-assessment/

Section 6 follows the FTC Safeguards Rule, 16 CFR 314.4(c)(2) and (f). This template is a planning aid, not legal advice. © 2026 Helion Technologies.