Individual Workstation Software Audit Worksheet

Use this worksheet to record the software found on a single computer.

Computer:

_____

(Employee Name; Inventory Number)

Software Product & Version Number	Software Publisher	Software Serial Number	Proof of Purchase				
			R	L	P	SL	SF

R Sales order/invoice receipts, packing slips denoting the product(s) and quantity purchased
L Letter from the manufacturer and/or publisher denoting what comes with the computer
P Purchase Order that the Purchasing Department has approved and processed
SL Software License Agreement and/or Software License Program Summary of Order
SF Unexpired License Agreement for Shareware or Freeware

Summary Software Audit Worksheet

Use this worksheet to summarize the results of an audit of all the computers in the college or department. Calculate the shortfall by subtracting the greatest number of
Column D (R, L, P, SL, SF) from Column C (copies found).

A Product/Version	B Publisher	C # of Copies Found	D Total Support Observed					E (C-D) Short fall
			R	L	P	SL	SF	

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Computer:

John Doe; S/N C8FD05F087C48093
(Employee Name; Inventory Number)

Software Product & Version Number	Software Publisher	Software Serial Number	Proof of Purchase				
			R	L	P	SL	SF
Acrobat Acrobat 8 Pro	Adobe Systems, Inc.	01-2345/6789999				•	
QuickTime	Apple Computer, Inc.	N/A					•
Talkback 2.2.2254	Full Circle Software, Inc.	N/A					•
DVD Player 5.00.007.3	Mediamatics, Inc.	N/A					•
Office Pro 2000	Microsoft Corporation	Agmt: 012345678				•	
Widonws XP Pro	Microsoft Corporation	Dell Inv: X12345678	•				

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			R	L	P	SL	SF	
Acrobat Acrobat 8 Pro	Adobe Systems, Inc.	5				5		0
DropStuff 4.0	Aladdin Systems, Inc.	1	1					0
QuickTime	Apple Computer, Inc.	1					1	0
Scrapbook 7.5.2	Apple Computer, Inc.	1	1					0
FileMaker Pro 4.0	File Maker Inc.	1			1			0
Talkback 2.2.2254	Full Circle Software, Inc.	1					1	0
DVD Player 5.00.007.3	Mediamatics, Inc.	1					1	0
Office Pro 2000	Microsoft Corporation	5	3			2		0
Windows XP Pro	Microsoft Corporation	5	5					0

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