Portable Media Inventory

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| **Device Asset Tag No.** | **Device Serial No.**  | **Device Description** | **Employee Name** | **Employee ID Number** | **Department** | **Date Assigned** | **Date Returned** | **Dates of Audit** |
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It may be appropriate to access when these devices, depending on device type, were last scanned for virus/spy ware and/or connected to the organizational network for the purpose of scanning or upgrading such virus protection software in the case of laptops.