Software Inventory Worksheet

Application / Description	General Category	Number of Licenses	Date of Purchase or Age	Type of Use	Under Warranty	Support Contract Current	Obsolescence Rating	Upgradable (Y/N)	Approx. Cost	Other Notes

Possible Inventory General Categories

- Server OS
- Workstation OS
- Office Applications
- Other Productivity
- Graphics and Publishing
- Back Office (Mail, Web, database)
- Accounting
- Catalog/Circulation
- Misc.

Type of Use

P	Public
S	Staff
M	Mixed
I	Infrastructure
C	Catalog Only

Obsolescence Rating

1	Current
2	Acceptable
3	Near Obsolete
4	Obsolete

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