

Asset Tagging Log Sheet

Department/Location: _____

Date: _____

Prepared By: _____

Checked By: _____

#	Asset Tag Number	Asset Description	Make/Model	Serial Number	Assigned To	Location	Date Tagged	Remarks
1	AT-2024-0001	Laptop	Dell Latitude 3420	SN12345XYZ	John Doe	IT Dept, Floor 3	2024-06-12	Initial tagging
2	AT-2024-0002	Printer	HP LaserJet P2035	CNF123ABC	Shared	Admin Office	2024-06-12	
3	AT-2024-0003	Desktop PC	Lenovo ThinkCentre M720	LNV456789	Jane Smith	HR Dept, Floor 2	2024-06-13	Replaced old unit

Important Notes

- Ensure each asset is tagged with a unique and traceable tag number.
- All details must be filled out accurately at the time of tagging.
- This log sheet should be updated promptly with any asset movement or reassignment.
- Keep the log sheet securely filed for audit and reference purposes.
- Regular reviews help maintain asset accountability and loss prevention.