

Asset Register Format for Tagging

Date: _____ Department: _____ Prepared By: _____

S. No	Asset Tag Number	Asset Description	Make/Model	Serial Number	Date of Purchase	Location	Custodian	Condition	Remarks
1	TAG-001	Laptop	Dell Latitude 5420	SN12345	2021-07-15	IT Room	John Doe	Good	-
2	TAG-002	Projector	Epson X100	EP98765	2022-01-09	Conference Hall	Jane Smith	Fair	Bulb replaced
3	TAG-003	Printer	HP LaserJet 1020	HP202210	2023-03-21	Admin Block	Sam Lee	Good	-

Important Notes

- Ensure all assets are tagged with a unique asset tag number before entry.
- Update the register whenever assets are added, relocated, or disposed.
- Regularly verify the physical existence and condition of listed assets.
- Maintain this document securely and update access rights as necessary.
- Ensure custodian details are accurate and kept up to date.