

Asset Tag Audit Report

Date of Audit: _____

Location: _____

Auditor Name: _____

Department: _____

Audit Summary

Total Assets Audited: _____

Discrepancies Noted: _____

Comments: _____

Asset Details

ASSET TAG	ASSET DESCRIPTION	LOCATION	STATUS	COMMENTS
AT-000001	Laptop Dell Latitude 5410	Main Office, 2nd Floor	Verified	
AT-000002	HP LaserJet Pro M404dn	Printing Room	Missing	Not found during audit
AT-000003	Cisco Router C1111-4P	IT Rack Room	Verified	

Auditor Signature & Date

Manager/Supervisor Signature & Date

Important Notes

- Ensure all asset tag numbers and locations are accurately recorded during the audit.
- Report any discrepancies, missing, or untagged assets to the appropriate authority immediately.
- This document serves as official evidence of physical asset verification at the stated date and location.
- Keep the completed report on file for auditing, compliance, and asset management purposes.