

Asset Tag Format Template

Asset Name	E.g. Dell Latitude 5520
Asset Type	E.g. Laptop
Serial Number	E.g. 5GHJ2JKL22
Asset ID	E.g. AS-00457
Assigned To	E.g. John Doe
Location	E.g. 4th Floor, Office 44
Barcode (Asset ID)	: : : : : : : : : :
Date Tagged	YYYY-MM-DD
Documentation	E.g. Photo/File/Link

- Asset tags enable efficient tracking and identification of physical assets.
- Tags should be placed in visible locations but not easily removed or tampered with.
- The Asset ID must be unique for each item.
- Barcodes or QR codes facilitate quick scanning and inventory management.
- Keep asset information updated if reassigned, relocated, or retired.