

Asset Tagging Form

General Information

Department / Location		Date	
Person-in-Charge		Form Reference No.	

Asset Details

Asset Tag Number	Asset Description	Category	Model / Serial No.	Location	Date Tagged	Remarks

Acknowledgment

Prepared By	Checked By	Approved By
Name & Signature	Name & Signature	Name & Signature

Important Notes:

- Ensure all mandatory fields are filled accurately before submission.
- Asset Tag Number must be unique for each individual asset.
- Attach asset tag labels physically to the assets as per company guidelines.
- This document serves as a record for asset tracking and audit purposes.
- Retain a copy for departmental and central asset management files.