

# Asset Tagging Form

## 1. Asset Information

Asset Tag / ID

Asset Type

Brand / Model

Serial Number

Location

Asset Owner

## 2. Asset Details

Purchase Date

Warranty Expiry

Condition 

Select

Add any relevant remark

Description / Notes

## 3. Asset Tagging Records

Date Tagged	By (Name)	Department	Tag Location on Asset	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 4. Authorization

Approved By

Date

Signature 

(if digital)

## Important Notes

- Ensure all required asset details are filled accurately before submission.
- This form should be updated when the asset is moved, retagged, or changes ownership.
- Maintain copies of the completed form for inventory and audit purposes.
- Signatures (digital or handwritten) may be required for official validation.
- Contact the Asset Management department for any questions regarding this form.