

Asset Tagging Form

1. Asset Information

Asset Tag / ID	e.g. 00012345
Asset Type	e.g. Laptop, Printer
Brand / Model	e.g. Dell Latitude 5490
Serial Number	
Location	e.g. IT Room, 2nd Floor
Asset Owner	

2. Asset Details

Purchase Date	
Warranty Expiry	
Condition	Select <input type="button" value="▼"/>
Add any relevant remark	
Description / Notes	

3. Asset Tagging Records

Date Tagged	By (Name)	Department	Tag Location on Asset	Remarks

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.