

# Asset Tagging Form

Please fill out the following to register your asset for tracking and inventory purposes.

Asset Name

Asset Category

Select category

Serial Number

Model/Specification

Asset Tag Number

Date of Purchase

Current Location

e.g. Main Office, IT Storage

Assigned To / User

Asset Condition

New  Good  Needs Repair  Obsolete

Attach Asset Photo (if any)

No file selected

Remarks / Description

## Important Notes:

- Ensure all asset details are accurate and up-to-date.
- Serial and asset tag numbers should be unique where possible.
- Asset tagging helps in inventory control and loss prevention.
- Photos assist in quick asset identification.
- Do not leave required fields blank.