

Asset Tagging Form

Asset ID

Date

Department / Location

Tagged By

Asset Type

Make / Brand

Model

Serial No.

Additional Description

Asset Condition

Tag Location on Asset

Remarks / Notes

- Ensure all required fields are filled accurately before submission.
- Asset ID should be a unique identifier for each asset.
- Use the "Additional Description" field for any distinguishing features.
- This record is important for inventory control and asset tracking purposes.
- Verification and approval may be required by facility or asset management personnel.