

Asset Tagging Form (Paper-Based Record)

A. Asset Details

Asset Name	Asset Type
Brand/Manufacturer	Model Number
Serial Number	Purchase Date
Location	Department
Asset Condition	

B. Asset Tagging Information

Tag Number/Code	
Date Tagged	
Tagged By	
Attachment Method	

C. Remarks

Prepared By:

Name & Signature

Date: _____
Verified By: _____

Name & Signature

Date: _____

Important Notes:

- This form should be completed in ink and kept as part of the official asset record.
- Ensure all fields are accurately filled in before asset tag is attached.
- Store completed forms securely for future audit and reference.
- Any amendments should be countersigned and dated.
- This paper-based record must be digitized if required by your organization.