

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

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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.