

[Company Logo]

# Asset Tagging Form

Department / Unit:

Date:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

No.	Asset Description	Asset Type / Category	Asset Serial No.	Model / Brand	Asset Tag Number	Location
1						
2						
3						
4						

Prepared By

Name:

Signature:

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Verified By

Name:

Signature:

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approved By

Name:

Signature:

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Important Notes:

- This form should be completed for each asset tagged and updated as necessary.
- Ensure all details are complete and accurate before submitting for approval.
- Maintain a copy of this form for departmental records and audit purposes.
- Asset tag numbers must be unique and clearly affixed to the physical asset.
- Report any discrepancies to the asset management department immediately.