

Asset Tagging Form

Department		Location	
Date		Prepared By	

Asset Details

Asset Tag No.	Asset Description	Model/Serial No.	Category	Date Purchased	Assigned To	Remarks

Prepared By

Checked By

Approved By

Important Notes

- Ensure all assets are physically tagged with their unique asset tag number.
- Accuracy in asset details is critical for inventory tracking and auditing.
- Asset tagging forms should be reviewed and approved by authorized personnel.
- Maintain copies of completed forms for both departmental and central records.
- Report discrepancies or missing assets to the asset management team immediately.