

# Asset Tagging Form

Department		Location	
Date		Prepared By	

## Asset Details

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

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Prepared By

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Checked By

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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.