

Asset Tagging Sheet

QR Code Format

QR
Sample

Asset ID	AST-001237
Asset Name	Dell Latitude 7420
Category	Laptop
Serial Number	SN123456ABC
Assigned To	Jane Doe
Department	IT
Date Assigned	2024-05-20
Location	Head Office

Important Notes

- Ensure each asset has a unique Asset ID and corresponding QR code for accurate identification.
- The QR code should contain essential asset information or a reference link to the asset database.
- Regularly update this sheet to reflect asset movement, re-assignment, or decommissioning.
- Principal users must verify asset information during routine inventory audits.
- Store digital and physical copies of this document securely for compliance and traceability.