

Fixed Assets Tagging Record Sheet

(Sample Format)

Department/Location:

Prepared By:

Date:

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#	Asset Tag No.	Asset Description	Serial / Model No.	Acquisition Date	Cost (\$)	Responsible Person	Remarks
1	FA-2024-001	Dell Laptop Inspiron 15	S/N: X12345	2024-02-19	900.00	Janet Lee	Active
2	FA-2024-002	HP Office Printer 4525	M/N: HP4525	2021-08-06	500.00	Mike Chan	Active
3	FA-2024-003	Acer Monitor 24"	S/N: ACF6481	2019-07-10	180.00	Brenda Ong	
4	FA-2024-004	Panasonic Projector X110	S/N: PJX110-9312	2020-06-15	650.00	Samuel Lim	Loaned out
5	FA-2024-005	Office Desk #A21		2023-01-11	150.00	HR Dept.	

Prepared By:

Verified By:

Date:

Important Notes:

- Each asset must be physically tagged with its unique Asset Tag Number shown above.
- Ensure all asset information is accurate and regularly updated.
- The responsible person should verify the asset location and condition during tagging.
- Any discrepancies or missing items should be reported immediately to the asset management team.
- This document is essential for audit, inventory control, and compliance purposes.