IT Asset Labeling Sheet

Department: _____

Date of Labeling: _____ / _____ / _____

Sl. No.	Asset Tag/Label No.	Asset Description	Model	Serial No.	User/Assignee	Location	Date of Assignment	Remarks
1	IT-0001	Laptop	HP ProBook 450 G8	SNAB12345678	John Doe	3rd Floor, IT Room	01/02/2024	
2	IT-0002	Desktop PC	Dell OptiPlex 3080	SNCD87654321	Jane Smith	2nd Floor, Reception	05/02/2024	
3	IT-0003	Network Switch	Cisco SG350	SNXY13579246	N/A	Server Room	08/02/2024	

Prepared by: _____   **Verified by:** _____

Important Notes:

- All IT assets must be labeled clearly and visibly with their respective tag numbers.
- Update this sheet immediately upon assignment, transfer, or decommission of any IT asset.
- This document serves as an official record for audits and asset tracking purposes.
- Store this sheet securely; unauthorized changes are prohibited.
- Ensure user acknowledgement upon receiving or returning assets.