

Movable Asset Tagging Inventory Format

Department: _____

Location: _____

Inventory Date: ____ / ____ / ____

No.	Asset Name	Asset Description	Asset Category	Model/Serial No.	Tag Number	Purchase Date	Condition	Assigned To/User	Remarks
1	Laptop	Dell Latitude 5430, 14" FHD	IT Equipment	ABC12345	MT-00123	2023-04-16	Good	John Doe	
2	Projector	Epson EB-E10	AV Equipment	XYZ78900	MT-00124	2022-09-10	Fair	Meeting Room 2	Needs bulb replacement
3	Office Chair	Steelcase Leap V2	Furniture	NA	MT-00125	2021-06-22	Good	Jane Smith	

Important Notes:

- Ensure each asset has a unique tag number placed visibly on the item.
- All information should be verified against physical assets during tagging.
- Update the inventory promptly when assets are relocated, disposed, or change user.
- Use this form to support annual audits and internal control procedures.