

Property Inventory Asset Tagging Document

1. Document Details

Document No.	PIAT-2024-001	Date	2024-06-30
Department	Facilities Management	Prepared By	Alexis Smith
Location	Head Office, 2nd Floor	Reviewed By	Jason Lee

2. Asset Inventory List

#	Asset Tag No.	Description	Serial Number	Acquisition Date	Location	Responsible Person	Status
1	AST-2024-1001	Laptop Dell Latitude 5430	D5430-XY998	2023-05-20	IT Dept. Office	Thomas Green	Active
2	AST-2024-1002	HP LaserJet Pro M404	M404N-11235	2022-11-11	2nd Floor Print Room	Maria Lopez	Active
3	AST-2024-1003	Office Desk - Oak	ODK-200-A12	2021-01-15	Alexis Smith Cabin	Alexis Smith	Active

3. Signatures

Prepared By	Date	Reviewed By	Date	Approved By	Date

Important Notes

- Every asset must be tagged with a unique Asset Tag Number for tracking and identification.
- Details in this document should be kept up to date after any movement, disposal, or repair of assets.
- This document is important for annual audits and asset reconciliation.
- Ensure all responsible persons are informed of their assigned assets and their responsibilities.
- Proper tagging and documentation help prevent asset loss and misplacement.