RFID Asset Tagging Sheet

Organization: _____

Department: _____

Date: _____

Location / Area: _____

#	Asset Description	Asset ID / Serial No.	RFID Tag No.	Assigned To	Date Tagged	Remarks
1	Laptop Dell Latitude 5420	DLT-5420-00123	RFID-000457	John Doe	2024-05-01	
2	Projector Epson	EPJ-02781	RFID-000458	IT Room	2024-05-01	
3	Office Desk	DESK-0459B	RFID-000459	Jane Smith	2024-05-01	Good

Tagged By: _____ **Verified By:** _____

Important Notes

- Ensure the accuracy of asset and RFID information before submitting this document.
- All assets must be physically tagged with the assigned RFID tag number.
- Maintain this sheet as a record for future audits and asset tracking.
- Report any discrepancies to the asset management team immediately.