

Serialized Asset Tagging Template

Asset Information

Asset Name	_____	Asset Type	_____
Location	_____	Department	_____
Custodian	_____	Date Tagged	____ / ____ / ____

Serialized Asset List

#	Serial Number	Asset Tag	Model	Status	Comments
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____

Important Notes

- Ensure all serial numbers and asset tags are recorded accurately.
- Asset tagging must be performed prior to asset deployment or handover.
- All fields should be completed for proper inventory tracking.
- Update this document whenever an asset's status or custodian changes.
- Store this template securely for audit and compliance purposes.