

Asset Tag Assignment Documentation

Document Information

Document Title	Asset Tag Assignment Documentation
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Date	2024-06-20
Department	IT Services

Purpose

This document records the assignment of asset tags to specific items issued to personnel or departments. It helps in tracking, managing, and auditing company assets effectively.

Asset Tag Assignment Table

Asset Tag	Item Description	Serial Number	Assigned To	Location	Date Issued
AT-10294	Dell Latitude 7430 Laptop	SN12345678	John Smith	Office 201	2024-06-10
AT-10295	HP ProDesk 400 G7	SN87654321	Emily Carter	Office 203	2024-06-10
AT-10296	Logitech Mouse M235	SN23568974	David Lee	Warehouse	2024-06-11

Sign-Off

Prepared By	_____
Approved By	_____
Date	_____

Important Notes

- Ensure all issued items are properly recorded and asset tags are clearly visible on assets.
- Modify the assignment record immediately if an asset is transferred, lost, or returned.
- This document should be reviewed and updated periodically for audit and compliance purposes.
- Any discrepancies or changes must be authorized by the department head or IT manager.