

Asset Tag Distribution Record

Department:	Information Technology	Date:	2024-06-25
Location:	Head Office	Record No.:	ATDR-2024-054

Asset Tag Distribution Details

No.	Asset Name	Asset Type	Serial Number	Asset Tag No.	Distributed To	Date Issued
1	Lenovo ThinkPad X13	Laptop	SN123456789	TAG-IT-00421	Jane Smith	2024-06-25
2	Epson EB-X41	Projector	X41SN987654	TAG-PR-00285	Michael Lee	2024-06-25
3	HP ProDesk 400	Desktop	HP45631247	TAG-DT-00112	Rita Gomez	2024-06-25

Distributed By

Name: Samuel Tan

Received By

Name: Jane Smith

Important Notes

- All asset tags must be affixed securely and visibly to the designated assets.
- This record should be updated immediately upon each asset tag distribution.
- Ensure recipient acknowledges receipt by signing in the relevant section.
- Asset Tag Distribution Record serves as legal proof of asset assignment.
- Retain this document for audit and inventory reconciliation purposes.