

Asset Tag Document Template

Record and track organization assets with unique asset tag identification.

Asset Information

Asset Tag Number	ATG-2024-00124
Asset Name	Dell Latitude 5420 Laptop
Description	14-inch business laptop, 16GB RAM, 512GB SSD, Windows 11 Pro
Serial Number	SN-ABCD1234567
Purchase Date	2023-10-16
Location	IT Dept. - 2nd Floor, Main Office
Status	In Use

Assigned To

Employee Name	Jane Doe
Department	Information Technology
Date Assigned	2023-10-18
Contact	jane.doe@company.com

Asset Tag Placement

Tag Location	Bottom of laptop, near battery slot
Tag Type	Tamper-evident barcode sticker
Date Tagged	2023-10-17

Notes

Asset in good working condition. Warranty valid until Oct 2026.

Important Notes

- Each asset must have a unique and durable tag for quick identification.
- Any changes in asset status or location should be promptly updated in this document.
- Asset tags help in inventory control, auditing, and loss prevention.
- Only authorized personnel should remove or re-assign asset tags.
- This document should be securely stored and regularly reviewed for accuracy.

