

# Asset Tagging Control Form

## General Information

Department / Unit:	Date:	____ / ____ / ____
Prepared By:	Location:	____
Asset Tagging Activity:	New <input type="checkbox"/> Re-tag <input type="checkbox"/> Transfer <input type="checkbox"/> Other <input type="checkbox"/>	

## Asset Details

No.	Asset Description	Asset Serial No.	Model / Type	Assigned To	Asset Tag No.	Remarks
1						
2						
3						
4						
5						

## Acknowledgement & Verification

Date:

Prepared By

Date:

Verified By

Date:

Approved By

### Important Notes:

- This form must be completed for all new asset tagging and asset transfers within the organization.
- Ensure all asset information is accurate and matches physical asset details prior to tagging.
- All sections must be duly signed and dated by responsible personnel for accountability.
- Keep this document as an official record for audit and control purposes.
- For any discrepancies, immediately notify the asset management or compliance team.