

Asset Tagging Control Form

General Information

Department / Unit: _____ Date: ____ / ____ / ____

Prepared By: _____ Location: _____

Asset Tagging Activity: New ☐ Re-tag ☐ Transfer ☐ Other ☐

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.