Asset Tagging Register

Asset Tag ID	Asset Description	Category	Serial Number	Date Acquired	Location	Assigned To	Status	Remarks
AT-2024-001	Dell Latitude 5430 Laptop	IT Equipment	SNX123456789	2023-11-15	IT Department	Jane Doe	Active	-
AT-2024-002	HP LaserJet Printer M404dn	Office Equipment	HP987654321	2022-09-30	Finance Department	John Smith	Active	Requires toner
AT-2024-003	Conference Room Projector	AV Equipment	PJ5678234AB	2021-03-10	Meeting Room 1	-	Inactive	Under repair

Important Notes:

- Asset tags should be securely affixed and clearly visible on each asset.
- All register entries must be kept up-to-date to ensure accurate tracking.
- Regular physical audits are recommended to verify asset existence and status.
- This document acts as an official record for organizational assets and may be used for inventory and compliance purposes.