

Equipment Asset Tag Record Sheet

Asset Information

Asset Tag Number		Date Tagged	
Equipment Description			
Model		Serial Number	

Location & Custodian

Location/Department		Custodian/Responsible Person	
Date Acquired		Supplier/Vendor	
Purchase Order No.		Initial Value/Cost	

Maintenance & Status Log

Date	Activity/Action	Performed By	Remarks

Important Notes

- Ensure all fields are accurately completed at the time of tagging and each update.
- This record should be updated whenever there are significant changes in ownership, location, or equipment status.
- Periodic audits should reference this sheet for inventory verification and compliance.
- Any disposal or decommissioning of equipment must be recorded on this sheet.
- Keep this document secure and accessible to authorized personnel only.