

Equipment Inventory Tagging Log

Department/Area: _____

Date: _____

Prepared By: _____

#	Equipment Name	Model / Description	Serial Number	Asset Tag No.	Location	Date Tagged	Condition	Remarks
1	Desktop Computer	Dell OptiPlex 3080	C1D2E3F4	EQ-00125	Office 1	2024-06-10	Good	
2	Printer	HP LaserJet P2035	HPL2035-7890	EQ-00126	Office 2	2024-06-10	Fair	Needs replacement soon
3	Projector	Epson XGA-123	EPS-456J6	EQ-00127	Meeting Room	2024-06-10	Good	

Checked By: _____

Date: _____

Important Notes:

- Ensure all equipment is tagged immediately upon receipt and entered into the log.
- Asset tag numbers should be unique and traceable within the inventory system.
- Update the log regularly to reflect transfers, disposals, or changes in equipment status.
- The log serves as an official record for audits and asset management purposes.
- Keep this document secure and accessible to authorized personnel only.