

Asset Tagging and Barcode Verification Format

Department: _____
Location: _____

Date: _____
Verifier Name: _____

Asset List and Verification

S/N	Asset Tag	Barcode Number	Asset Description	Model/Serial No.	Assigned To	Verification Status (Match / Not Match)	Remarks
1	IT-000123	1234567890123	Laptop Dell Latitude 5420	S/N: DL5420XYZ	John Doe	Match	
2	IT-000124	1234567890130	Monitor HP 24f	S/N: HP24FABC	Anna Smith	Match	
3	IT-000125	1234567890135	Printer Canon LBP2900	S/N: CNLBP2900	Main Office	Not Match	Barcode missing

Verification Summary

Total Assets Verified	Matched	Not Matched
3	2	1

Remarks / Actions Taken:

Verifier's Signature: _____ Date: _____

Important Notes

- Ensure all assets are physically verified against their respective asset tags and barcodes.
- Any mismatched or missing barcodes should be reported and investigated immediately.
- This document should be securely stored as part of asset management records.
- Periodic verification is recommended to maintain up-to-date inventory data.
- Do not make alterations to asset tag or barcode details without proper authorization.