[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

IT Asset Tag List

Matching every device to its tag and user so audits take minutes: tag, device, user, and location.

Document: IT Asset Tag List Version: 2.0 (redesign)

Prepared by: _____ Owner: _____

Date: _____ Review date: _____

List owner: _____ Audit date: _____

IT contact: _____

IT asset tag list

Asset tag	Tag attached?	Device	Make / model	Serial no.	Assigned user	Assigned on	Location	Room / desk	Status	Notes

Completion checklist: [ ] Every device has a tag, and the tag is physically attached.

[ ] Tags match devices, users, and locations - no orphan tags.

[ ] Statuses are current, and disposed devices are marked, not deleted.