[Company name]

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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
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0 (redesign)
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

List owner	**[List owner]**
Audit date	**[Audit date]**
IT contact	**[IT contact]**

IT asset tag list

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

[Company name]

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

Completion checklist

Done	Check
	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.