Ashford Business Services Ltd

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	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
Version	2.0 (redesign)
Date	**9 November 2026**
Review date	**9 November 2026**

List owner	List owner
Audit date	**9 November 2026**
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

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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.