Asset Tracking Log

Must select one of the following:

Asset-New Asset-Disposal Asset-Transfer

Date: <DATE>

Asset Tag Number: <ASSET>

Item Description/Model Number: <ITEM>

PO Number: <PO>

For Department: <DEPT>

Serial Number: <SERIAL>  
  
Transfer From (only needed if Asset-Transfer is completed):  
  
<TRANSFERFROM>  
  
Transfer To (only needed if Asset-Transfer is completed):  
  
<TRANSFERTO>

Scan completed forms and save per documentation



E-mail per documentation

Once completed leave original forms and all shipping documents in the Operations Manager mailbox

Completed by: <NAME>   
  
Date: <DATERAN>

# RS100310