

Asset Transfer Acknowledgement Document

Document No: AT-2024-107

Date: 2024-06-14

Transferring Party (From):

Name: John Doe

Department: IT

Employee ID: 123456

Receiving Party (To):

Name: Jane Smith

Department: Accounting

Employee ID: 654321

Asset Details

Asset Description	Asset Tag/Serial No.	Condition	Remarks
Dell Latitude 5420 Laptop	DL-2021008	Good	Charger included
Samsung 24-inch Monitor	SM-542442	Excellent	Stand attached

Acknowledgement

By signing below, both parties confirm that the assets listed above have been physically verified and transferred in the mentioned condition. Both parties acknowledge and accept the responsibilities associated with the transfer.

Transferred By:

Name & Signature

Date: _____

Received By:

Name & Signature

Date: _____

Important Notes

- This document serves as legal evidence of asset transfer and acceptance.
- Ensure all asset details and serial numbers are accurately listed.
- Both parties must physically verify assets before signing.
- Retain a signed copy for both transferring and receiving parties.
- Any discrepancies should be reported immediately before acknowledgment.