

# Equipment Handover and Transfer Document

**Date of Transfer:** \_\_\_\_\_

## A. Parties Involved

<b>Transferring From (Name/Dept.)</b>	_____
<b>Transferring To (Name/Dept.)</b>	_____

## B. Equipment Details

<b>Item No.</b>	<b>Equipment Description</b>	<b>Manufacturer / Model</b>	<b>Serial / Asset No.</b>	<b>Condition</b>	<b>Remarks</b>
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____

## C. Additional Information

<b>Accessories Included</b>	_____
<b>Supporting Documents</b>	_____
<b>Notes</b>	_____

## D. Acknowledgement of Handover

Name/Signature (Transferring Party)

Date: \_\_\_\_\_

Name/Signature (Receiving Party)

Date: \_\_\_\_\_

## Important Notes:

- Ensure all equipment details match the actual items being transferred.
- Both parties should verify the condition of equipment before acknowledging.
- Keep this document as a record for future reference and accountability.
- Attach supporting documents (e.g. manuals, licenses, calibration reports) if available.
- Any missing or damaged items should be noted before signing.