

Equipment Handover and Transfer Document

Date of Transfer: _____

A. Parties Involved

Transferring From (Name/Dept.)	_____
Transferring To (Name/Dept.)	_____

B. Equipment Details

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

C. Additional Information

Accessories Included	_____
Supporting Documents	_____
Notes	_____

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.