

Fixed Asset Handover Checklist

Document Information

Document No.	_____	Date	_____
Department	_____	Location	_____

Asset Details

Asset Name	Asset Code / ID	Description	Serial No.	Quantity	Status	Remarks
_____	_____	_____	_____	_____	Good / Fair / Poor	_____
_____	_____	_____	_____	_____	Good / Fair / Poor	_____

Checklist

Items to Check	Checked (âœ“)	Comments
Asset physically verified	_____	_____
Asset condition reviewed	_____	_____
Accessories included	_____	_____
Documentation attached	_____	_____
Asset tag present	_____	_____

Signatures

Handed Over By	Received By	Verified By
Name: _____ Signature: _____ Date: _____	Name: _____ Signature: _____ Date: _____	Name: _____ Signature: _____ Date: _____

Important Notes:

- This document serves as evidence of the handover and acceptance of fixed assets.
- Ensure all fields are completed and all items are physically verified before signing.
- Any discrepancies or missing items should be noted in the remarks section and reported promptly.
- Retain signed copies for both parties for audit and record-keeping purposes.
- This checklist may be accompanied by supporting documents such as photos or user manuals.