

# Physical Asset Transfer Log Sheet

Date of Transfer:

Transfer Reference No.:

Initiator Name:

Department (From):

Department (To):

Asset Tag/ID	Description	Quantity	Condition	Location (From)
<input type="text"/>	<input type="text"/>	1	Good <input type="button" value="▼"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	1	Good <input type="button" value="▼"/>	<input type="text"/>

Authorized By:

Date:

Received By:

Date:

## Important Notes:

- Ensure all asset details and condition are accurately recorded at the time of transfer.
- Both transferring and receiving departments must review and sign off on the transfer.
- This document serves as an official record for asset movement and accountability.
- Additional remarks should be used to note any damages or other relevant information.
- Retain this log sheet for audit and compliance purposes.