

Asset Transfer Receipt Form

For Departmental Use

Transfer Details

Transfer Date

Transfer Reference No.

From Department

To Department

Asset Information

#	Asset Description	Asset Tag/ID	Quantity	Condition	Remarks
1					
2					

Acknowledgement

Transferred By (From Department)

Name:

Date:

Received By (To Department)

Name:

Date:

Important Notes:

- This form serves as an official record of asset transfer between departments.
- Ensure all asset details and signatures are completed before making the transfer effective.
- Both transferring and receiving departments should retain a copy for their records.
- Any discrepancies found after the transfer must be reported immediately to asset management.