

Departmental Asset Movement Tracking Log

Department: _____

Prepared By: _____

Date: ____/____/____

#	Asset Description	Asset ID/Serial No.	From Location	To Location	Date of Movement	Moved By	Authorized By	Remarks
1	Desktop Computer	PC-2023-045	IT Dept, Room 2A	Admin Office	01/04/2024	John Smith	Alice Lee	Routine transfer
2	Projector	PRJ-3389	Conference Hall	Meeting Room 1	03/04/2024	Linda Zhao	Michael Chan	Temporary use
3	Laptop	LT-0198	Admin Office	HR Department	03/04/2024	Sarah Wong	Tom Evans	Assigned to new staff

Important Notes:

- All asset movements must be recorded promptly and accurately.
- Authorization is required for both removal and placement of departmental assets.
- Ensure asset descriptions and serial numbers match official inventory records.
- This log should be reviewed and archived according to department policy.
- Report any discrepancies or unauthorized movement immediately to the asset manager.