

# Departmental Asset Transfer Memo

## TRANSFER DETAILS

Date: \_\_\_\_\_ Memo No.: \_\_\_\_\_

From Department: \_\_\_\_\_ To Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact No.: \_\_\_\_\_

## ASSET DETAILS

S/N	Asset Description	Asset Tag/ID	Quantity	Condition	Remarks
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____

## PURPOSE OF TRANSFER

\_\_\_\_\_

\_\_\_\_\_

## ACKNOWLEDGEMENT & APPROVAL

Prepared by:

Date: \_\_\_\_\_

Received by:

Date: \_\_\_\_\_

Approved by:

Date: \_\_\_\_\_

## IMPORTANT NOTES

- All asset transfers must be properly documented and approved in advance.
- Ensure all asset details (including serial numbers and condition) are accurately recorded.
- Receiving department must verify assets before acknowledging receipt.
- Keep a copy of the signed memo for audit and record-keeping purposes.
- Follow your organization's asset management policy for any further requirements.