

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.