

Interdepartmental Asset Handover Checklist

Handover Date:

From Department:

Handover By:

Handover No.:

To Department:

Received By:

Asset Details

No.	Asset Description	Asset Tag/Serial No.	Condition	Remarks
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

Handed Over By

Name & Signature

Date

Received By

Name & Signature

Date

Important Notes

- This checklist must be completed during every interdepartmental asset transfer.
- Ensure both departments verify asset condition before signing.
- Retain a signed copy for both the handing over and receiving departments.
- All discrepancies or damages should be noted in the remarks section.
- Accurate documentation helps maintain asset integrity and accountability.