

Internal Asset Movement Acknowledgement Sheet

Document Number: IA-2024-045

Date of Movement: 2024-06-15

Requestor Name: Jane Doe

Contact Information: jane.doe@example.com | Ext. 207

Current Location (From): Main Office - IT Dept.

New Location (To): Branch Office - Meeting Room 2

Asset Details

#	Asset Tag	Description	Serial Number	Condition	Remarks
1	IT-003210	Lenovo ThinkPad T480 Laptop	LTP0482321	Good	With Charger
2	IT-003422	Epson EB-X05 Projector	PRO1234002	Good	-

Asset Handed Over By
(Sender / Custodian)
Date:

Asset Received By
(Receiver)
Date:

Witness / Supervisor
Date:

Important Notes

- This form must be completed and signed before any physical movement of internal assets.
- Both sender and receiver must verify asset condition and details before signing.
- Keep a copy of this form in departmental and asset records as official proof of transfer.
- Report any discrepancies or damages immediately to the asset management team.