

# Office Equipment Transfer Record

## Transfer Details

Date of Transfer	Transfer Record No.	
From (Current Department)	To (Receiving Department)	
Location (From)	Location (To)	

## Equipment Details

No.	Equipment Description	Asset/Serial No.	Quantity	Condition	Remarks
1					
2					

## Approval & Acknowledgement

Transferred By  
(Name & Signature)  
Date: \_\_\_\_\_

Received By  
(Name & Signature)  
Date: \_\_\_\_\_

Approved By  
(Name & Signature)  
Date: \_\_\_\_\_

## Important Notes

- Ensure all equipment details are accurate and complete before transfer.
- Both transferring and receiving parties must sign to acknowledge the transfer.
- This document should be retained for audit and inventory tracking purposes.
- Any discrepancies or damages must be noted under "Remarks" and reported immediately.