

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.