

Standard Asset Movement Authorization Form

Asset Information

Asset Description

e.g., Laptop, Model XYZ

Asset Tag / Serial Number

e.g., 12345-ABC

Current Location

e.g., Room 205, HQ

Requested Destination

e.g., Branch Office, Storage

Asset Condition

e.g., Good, Needs repair

Quantity

Movement Details

Date of Movement

Expected Return Date (if temporary)

Reason for Movement

Describe the purpose for moving this asset

Authorization

Requested By

Name

Department

e.g., IT, Admin

Authorized By

Approver Name

Signature

Signature / Initials

Date

Acknowledgement of Receipt

Received By

Name

Signature

Signature / Initials

Date

Important Notes:

- This form must be completed and approved prior to moving any company asset.
- Unauthorized movement of assets may result in disciplinary action.
- Ensure all details are accurate to maintain the integrity of asset records.
- Keep a copy of this form with the asset until it is returned or relocated.