

# 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

Date

Authorized By

Approver Name

Signature

Signature / Initials

Date

## Acknowledgement of Receipt

Received By

Signature

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.