

# Asset Collection and Handover Signature Sheet

## Employee Details

Name		Employee ID	
Department		Designation	
Date		Location	

## Asset Details

S/N	Asset Name / Description	Asset Code / Serial No.	Condition	Remarks
1				
2				
3				

## Signatures

### Issued By / Collected By:

Name:

Signature:

Date:

### Received By:

Name:

Signature:

Date:

### Authorized By (Supervisor/Manager):

Name:

Signature:

Date:

## Important Notes

- Ensure all asset details are accurately recorded before handing over.
- Both parties should review asset conditions and remarks before signing.

- This document serves as legal proof of asset transfer between parties.
- Keep a copy for both company records and the recipient's reference.
- Report discrepancies or damaged assets immediately to the authorized manager.