

Fixed Asset Transfer Certificate

Date: _____

Transfer Details

Asset Description	_____
Asset ID / Code	_____
Serial Number	_____
Current Location	_____
New Location	_____
Date of Transfer	_____
Reason for Transfer	_____

Transferred By

Name	_____
Department	_____
Signature	_____
Date	_____

Received By

Name	_____
Department	_____
Signature	_____
Date	_____

Authorized By

Name	_____
Designation	_____
Signature	_____
Date	_____

Important Notes

- This certificate serves as official proof of transfer of ownership and location of a fixed asset within the organization.
- All sections must be completed accurately to avoid discrepancies in asset records.
- Both parties must verify the condition and details of the asset before acknowledging transfer.
- Any damage or missing accessories should be recorded during transfer.
- This document should be filed with the asset management or accounting department for future reference.