

Asset Transfer and Disposal Acknowledgment

This document serves as an official acknowledgment of the transfer and/or disposal of the asset(s) listed below. All parties hereby confirm the details and acceptance of the asset transfer or disposal as described.

Asset Details

Asset Description	Laptop Computer - Dell Latitude 5420
Asset Tag/Serial No.	DL5420-2022-00123
Condition	Good - working, with minimal signs of use
Previous Owner/Department	IT Department
Receiving Party/Department	Finance Department
Date of Transfer/Disposal	2024-06-15
Type (Transfer/Disposal)	Transfer
Remarks	N/A

Acknowledgment

By signing below, the parties confirm that the above asset details are correct, and all procedures for the asset's transfer or disposal have been followed in accordance with company policy.

Transferring Party (Name, Signature, Date)

Receiving Party (Name, Signature, Date)

Approver (Name, Signature, Date)

Important Notes

- Ensure all asset information is accurately recorded before signing.
- This document should be retained for audit and compliance purposes.
- Asset transfer and disposal must follow the organization's established policies.
- Any discrepancies in asset condition should be reported immediately.
- Unauthorized disposal or transfer of assets may result in disciplinary action.