

Transfer Form for Asset

(Excel Spreadsheet Format: .xlsx)

Asset Transfer Details

| Sl. No. | Asset Code | Asset Name | Asset Description | Quantity | Current Holder (Department/Employee) | Receiving Holder (Department/Employee) | Location (From) | Location (To) | Condition | Date of Transfer | Remarks |
|---------|------------|------------|-----------------------------|----------|--------------------------------------|--|-----------------|---------------|-----------|------------------|---------|
| 1 | AS-0001 | Laptop | Dell Latitude 5410, 8GB RAM | 1 | John Doe (IT) | Jane Smith (HR) | Head Office | Branch Office | Good | 2024-06-27 | |

Approvals

| Prepared By | Checked By | Approved By |
|------------------------------|------------------------------|------------------------------|
| Name: Date: Signature: | Name: Date: Signature: | Name: Date: Signature: |

Important Notes:

- This format should be saved and maintained as an .xlsx (Excel) file for record-keeping and easy editing.
- Ensure all mandatory fields are properly filled out before processing the asset transfer.
- The transfer must be authorized by the relevant approving authority.
- Any discrepancies or damages should be noted clearly in the "Remarks" column.
- Retain signed physical or digital copies as required by compliance/audit policies.