

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	Remark
1	AS-0001	Laptop	Dell Latitude 5410, 8GB RAM	1	John Doe (IT)	Jane Smith (HR)	Head Office	Branch Office	Good	2024-06-27	â€"

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.