

# Asset Transfer Form

Transfer Form No.

Enter form number

Date

## Asset Details

Asset ID / Code

Enter asset ID or code

Asset Description

Enter description

Model / Serial No.

Model or Serial Number

Quantity

## Current Holder / From

Department

Name

Location

## New Holder / To

Department

Name

Location

Reason for Transfer

Describe the reason for asset transfer

Additional Remarks (if any)

Other information or remarks

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Current Holder Signature

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New Holder Signature

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Authorized Personnel Signature

**Important Notes**

- Ensure all details are accurately filled before submission.
- This form should be approved by authorized personnel before any asset transfer.
- Retain a copy of the completed form for future reference and audit purposes.
- Any discrepancies in the asset details must be reported immediately.