

# Asset Transfer Form

Date of Transfer: \_\_\_\_\_  
Asset Transfer Reference No.: \_\_\_\_\_

## Details of Asset Being Transferred

Asset Name / Description	Asset ID / Serial No.	Current Location	Condition
_____	_____	_____	_____

## Transfer Details

From (Current Holder / Department)	To (New Holder / Department)
_____	_____

Reason for Transfer  
\_\_\_\_\_

## Approvals

Transferred By	Received By	Authorized By
Signature:  _____  Name & Date:  _____	Signature:  _____  Name & Date:  _____	Signature:  _____  Name & Date:  _____

## Important Notes

- All asset transfers must be documented and authorized by the relevant department manager.
- Verify asset condition before and after the transfer.
- Keep a signed copy of this form for future reference and audit purposes.
- Update the asset register immediately after the transfer is complete.
- Unauthorized asset transfers are strictly prohibited.