

Asset Transfer Form

Transfer Form No.: _____

Date of Transfer: _____

Details of Asset

Asset Description	Asset ID/Serial No.	Current Location	Condition

Transfer From (Current Holder)

Name: _____

Department: _____

Transfer To (New Holder)

Name: _____

Department: _____

Remarks/Notes

Transferred By
(Signature & Date)

Received By
(Signature & Date)

Authorized By
(Signature & Date)

Important Notes:

- This form must be duly filled and signed by all relevant parties before asset transfer.
- Ensure asset conditions are correctly recorded at the time of transfer.
- Keep a copy of the signed form for audit and record-keeping purposes.
- Asset transfer without authorization may be subject to disciplinary action.