

# Fixed Asset Transfer Documentation

## Transfer Details

Transfer Document No.: \_\_\_\_\_

Date: \_\_\_\_\_

## Asset Information

Asset Description	Asset ID No.	Category	Serial No.
_____	1 _____	_____	_____

## Transfer From

Department/Location: \_\_\_\_\_

Person Responsible: \_\_\_\_\_

## Transfer To

Department/Location: \_\_\_\_\_

Person Responsible: \_\_\_\_\_

## Reason for Transfer

## Signatures

Name	Designation	Signature	Date
_____	Transferor	_____	_____
_____	Transferee	_____	_____
_____	Approver	_____	_____

## Important Notes

- Ensure all asset identification details are accurate and complete.
- Obtain proper authorization before initiating the asset transfer.
- Both transferor and transferee should verify asset condition at the time of transfer.
- Retain a copy of this document for audit and tracking purposes.
- All transfer records must comply with company policies and procedures.