

# IT Equipment Transfer Form

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

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

From (Department/Person): \_\_\_\_\_

To (Department/Person): \_\_\_\_\_

Location (From): \_\_\_\_\_

Location (To): \_\_\_\_\_

## Equipment Details

#	Equipment Description	Brand/Model	Serial Number	Asset Tag/ID	Condition	Remarks
1						
2						
3						

## Authorization

Transferred By: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Received By: \_\_\_\_\_

Signature: \_\_\_\_\_

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

IT Dept Approval: \_\_\_\_\_

Signature: \_\_\_\_\_

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

## Important Notes

- This form must be completed for all IT equipment transfers between departments or personnel.
- Ensure all equipment details are correctly recorded, including serial numbers and asset IDs.
- Approval from the IT department is mandatory before completing the transfer.
- Both transferring and receiving parties should sign to confirm the transfer.
- Keep a copy of the completed form for record-keeping and audit purposes.