

Office Furniture Handover Form

General Information

Date:

Location/Department:

Employee Name:

Employee ID:

Furniture Details

No.	Item Description	Asset Number	Condition	Remarks
1				
2				
3				

Handover Confirmation

Handed Over By (Name & Signature):

Date:

Received By (Name & Signature):

Date:

Important Notes

- Ensure all items listed are checked for proper condition before handover.
- Both parties should review the details and sign the form.
- Keep a copy of the completed form for future reference and asset tracking.
- Report any missing or damaged items immediately to the administration.