

Internal Asset Shift Documentation

Document No.	_____
Date	___ / ___ / _____
Prepared By	_____

ASSET DETAILS

Asset Name	_____
Asset ID / Serial No.	_____
Category	_____
Description	_____

SHIFT DETAILS

Current Location	_____
New Location	_____
Date of Shift	___ / ___ / _____
Reason for Shift	_____

PERSONS INVOLVED

From (Current Custodian)	_____
To (New Custodian)	_____
Department / Division	_____

ADDITIONAL NOTES

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Prepared By

Authorized By

Received By

IMPORTANT NOTES

- Ensure all asset details are accurately recorded before shifting.
- Obtain approval from relevant authorities prior to the transfer.
- Both current and new custodians must confirm receipt and status of the asset.
- Maintain a signed copy in company records for audit and tracking purposes.
- Report any discrepancies immediately to the asset management team.