

Department-to-Department Asset Transfer Sheet

Transfer Number: _____

Date: _____

Transferring Dept: _____

Receiving Dept: _____

Reason for Transfer: _____

Asset Details

#	Asset Description	Asset Tag/Serial No.	Quantity	Condition	Remarks
1					
2					
3					

Transferred By (From Dept):

Date:

Received By (To Dept):

Date:

Verified By (Asset/Inventory):

Date:

Important Notes

- Ensure all asset details are accurately recorded before transfer.
- Both departments must sign and date the form to acknowledge the transfer.
- The asset management or inventory team should verify all items and update records accordingly.
- Keep a copy of this document for future reference and auditing purposes.
- Report any discrepancies or issues immediately to the administration.