

# Equipment Transfer Authorization Document

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

Originating Department: \_\_\_\_\_

Recipient Department: \_\_\_\_\_

## Equipment Details

Item Description	Asset Tag / Serial No.	Quantity	Condition	Remarks
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## Reason for Transfer

\_\_\_\_\_  
\_\_\_\_\_

## Authorization

\_\_\_\_\_  
Authorized by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

\_\_\_\_\_  
Received by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

## Important Notes

- Ensure all equipment details are accurately recorded before transfer.
- Both departments must keep a signed copy of this document for records.
- Authorization signatures are required for the transfer to be valid.
- Report any discrepancies or damages immediately after transfer.
- This document may be subject to internal audits and compliance checks.