

Internal Asset Relocation Document

Date: _____
Document No.: _____

1. Relocation Details

| | |
|------------------------------|-------|
| From Location | _____ |
| To Location | _____ |
| Department | _____ |
| Relocation Date | _____ |
| Reason for Relocation | _____ |

2. Asset Information

| Asset ID / Tag | Description | Serial Number | Current Condition | Remarks |
|----------------|-------------|---------------|-------------------|---------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

3. Approvals & Acknowledgements

Requested By

Date: _____
Name: _____

Department Head Approval

Date: _____
Name: _____

Asset Custodian

Date: _____
Name: _____

Important Notes:

- This document must be completed before relocating any internal asset.
- Ensure asset details and conditions are verified during handover and takeover.
- Obtain all necessary approvals before executing the relocation.
- Keep a copy of this document for audit and record-keeping purposes.

- Any discrepancies should be immediately reported to the Asset Management Team.