

# Standard Asset Relocation Request Form

Request Date

Requester Name

Department

Email Address

## Asset Details

Asset Tag/ID

Asset Type

Serial Number

Description

## Relocation Information

Current Location

New Location

Relocation Date

Reason for Relocation

## Approval

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Requester Signature

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Manager Approval

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Date

**Important Notes:**

- All asset relocations must be approved by the relevant department manager prior to moving.
- Ensure all asset details are correctly filled out to avoid delays in processing your request.
- Relocation of assets may impact insurance and inventory records; notify the Asset Management Team of any changes.
- Any unauthorized asset relocation may result in disciplinary action as per company policy.