

Asset Handover Checklist

New Custodian Assignment

Date of Handover:

Department / Location:

Document Reference No:

Previous Custodian Name:

New Custodian Name:

Asset Details

#	Asset Description	Asset Tag / Serial No.	Condition	Accessories / Attachments	Remarks
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____

Verification

All assets physically verified and found in order:

☐ Yes ☐ No (specify below)

Comments / Discrepancies:

Previous Custodian Signature

Date: _____

New Custodian Signature

Date: _____

Department Head / Supervisor

Date: _____

Important Notes

- This document certifies the official transfer of listed assets to the new custodian; ensure both parties review all entries before signing.
- Any discrepancies or missing items must be clearly mentioned in the remarks or comments section during handover.
- Both custodians must physically verify all items at the time of handover to avoid future disputes.
- The signed checklist should be filed with the asset management or HR department as per organizational policy.
- Maintain a copy of the signed document for both custodians for record and accountability purposes.