

Asset Transfer Form: Custodian Change

1. Current Custodian Details

Name of Custodian

Contact Information

Address

2. New Custodian Details

Name of New Custodian

Contact Information

Address

3. Asset Information

Asset Description

Asset ID / Serial Number

Current Location

4. Transfer Details

Transfer Date

Method of Transfer

Reason for Transfer

5. Authorization & Acknowledgement

Authorized Person (Current Custodian)

Date

Recipient Person (New Custodian)

Date

Important Notes

- Ensure all details are accurate before submitting this form.
- Asset transfer must be authorized by appropriate personnel.
- Both the current and new custodians should sign and acknowledge the transfer.
- Retain a copy of the completed form for your records.
- Consult your organization's asset management policy for further requirements.