

# Asset Handover Document

## During Custodian Change

### 1. Document Information

Document No.: AH-2024-001

Date: 2024-06-27

Department: IT Services

### 2. Handover Parties

Current Custodian	Jane Doe
Receiving Custodian	John Smith
Supervisor/Manager	Ella Brown

### 3. Assets to be Handovered

Asset Description	Asset Tag/Serial	Condition	Remarks
Laptop HP ProBook 450	IT-009123	Good	Charger included
External Hard Drive 1TB	ST-HD-11557	Good	
Company ID Card	ID-28117	Fair	Card clip missing

### 4. Handover Statement

I, **Jane Doe**, hereby confirm that the listed assets are being handed over in the mentioned condition to **John Smith**. Both parties have verified the assets and agree to the details in this document.

Current Custodian Signature:

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

Name: Jane Doe

Receiving Custodian Signature:

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

Name: John Smith

Supervisor/Manager Approval:

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

Name: Ella Brown

**Important Notes:**

- All listed assets must be physically verified by both custodians during the handover.
- Any discrepancies or damaged items should be clearly mentioned in the 'Remarks' section.
- This document serves as official proof of transfer of responsibility for the listed assets.
- Both parties must retain a signed copy for future reference and audit purposes.