

Asset Handover Form (Custodian Change)

1. Handover Information

Date of Handover

Location

2. Outgoing Custodian Details

Name

Employee ID

Department

3. Incoming Custodian Details

Name

Employee ID

Department

4. Asset Information

Asset Description	Asset Tag/Serial No.	Condition	Remarks
e.g., Laptop Dell Inspiron	Serial/Tag	e.g., Good	Optional

5. Approval & Acknowledgement

Outgoing Custodian Signature

Date

Incoming Custodian Signature

Sign / Type name

Date

Supervisor/Approver Signature

Sign / Type name

Date

6. Additional Remarks

Add any additional notes or handover instructions...

Important Notes

- Ensure all asset details and custodian information are accurate before signing.
- Assets must be physically inspected for condition during handover.
- Both outgoing and incoming custodians, as well as an authorized approver, must sign this form.
- This document serves as official record for asset responsibility transfer.
- Retain a copy of this form for audit and record-keeping purposes.