

Asset Handover – Custodian Switch

Outgoing Custodian

Name: _____
Employee ID: _____
Department: _____

Incoming Custodian

Name: _____
Employee ID: _____
Department: _____

Asset Details

Asset Tag/ID	Description	Serial Number	Condition	Remarks

Date of Handover

___ / ___ / _____

Outgoing Custodian Signature:

Date: ___ / ___ / _____
Incoming Custodian Signature:

Date: ___ / ___ / _____
Witness/Manager Signature:

Date: ___ / ___ / _____

Important Notes

- This document serves as a formal record of asset custody transfer.
- All listed assets must be physically checked before handover.
- Both custodians must sign the document for the transfer to be valid.
- Any discrepancies or damages should be reported and noted in the remarks column.
- Retain a signed copy for future reference and organizational audit.