

Asset Custody Changeover Form

Section 1: Asset Details

Asset Name

Asset ID / Serial Number

Description / Specifications

Section 2: Current Custodian Information

Name

Department

Contact

Section 3: New Custodian Information

Name

Department

Contact

Section 4: Handover Details

Date of Handover

Asset Condition at Handover

Remarks

Section 5: Acknowledgement & Signatures

Current Custodian Signature

Date

New Custodian Signature

Date

Important Notes

- Ensure all sections of the form are completed accurately before asset handover.
- Both custodians must sign and date the form as proof of transfer.
- Attach additional documentation or photographs if required.
- Keep a copy of the signed form for audit and asset tracking purposes.
- Report any discrepancies in asset condition immediately during the handover process.