

Custodian Change Asset Handover Document

Standardized Layout

Document Information

Document No: CHD-2024-0012
Date: 2024-06-28

Involved Parties

Outgoing Custodian: John Doe
Employee ID: E12345

Incoming Custodian: Jane Smith
Employee ID: E54321

Department: IT Department

Asset(s) Details

No	Asset Tag	Asset Description	Serial Number	Condition	Remarks
1	IT-01134	Laptop Dell Latitude 5420	D5420X1234	Good	Adapter included
2	IT-00789	External Monitor HP 24"	HP240M8765	Good	-

Handover Declaration

I, the outgoing custodian, hereby confirm that I have transferred the above asset(s) in their stated condition to the new custodian, and the incoming custodian acknowledges the receipt and responsibility for the asset(s) as per the details above.

Outgoing Custodian
(Signature & Date)

Incoming Custodian
(Signature & Date)

Supervisor / Witness
(Signature & Date)

Important Notes:

- This document serves as official record of asset custody transfer between employees.
- Both outgoing and incoming custodians must verify asset details and conditions before signing.
- Any discrepancies or damages must be clearly stated in the remarks.
- The supervisor or witness is required to validate the handover process.
- Retain a signed copy for both custodians and the asset management department.