

Stationery Asset Transfer Form

Employee Name

Enter full name

Employee ID

Enter employee ID

Department

Enter department

Date of Transfer

Location

Enter location

List of Stationery Assets Being Transferred

#	Item Description	Asset Code / Serial No.	Quantity	Remarks
1	e.g., Stapler	e.g., ST-1024		Remarks
2				
3				

Reason for Transfer

State the reason for asset transfer

Acknowledgment

I acknowledge receipt/transfer of the above-listed assets in good condition.

Employee Signature
Date:

Receiving Party Name & Signature
Date:

Admin/Assets Dept. Signature
Date:

Important Notes

- Ensure all asset details are correctly filled out and matched with physical items.
- The form must be acknowledged by both transferring and receiving parties.
- Keep a copy of this document for record-keeping and audit purposes.
- Any discrepancies should be reported immediately to the administration department.

- Unauthorized transfer of assets is strictly prohibited.