

Asset Relinquishment & Acceptance Interdepartmental Form

Form No.

(auto-generated or manual)

Date

Relinquishing Department/Unit

Department/Unit Name

Contact Person

Reason for Relinquishment

Receiving Department/Unit

Department/Unit Name

Contact Person

Purpose for Acceptance

Asset Details

Asset Name/Description

Asset ID / Serial No.

Condition

Additional Information

Approvals & Acknowledgements

Relinquishing Dept/Unit Head

Name & Signature

Date

Receiving Dept/Unit Head

Name & Signature

Date

Asset Management/Admin (if required)

Name & Signature

Date

Important Notes

- This form documents the official transfer of asset custody and responsibility between departments/units.
- Ensure all asset details and signatures are completed before submission to the asset management team.
- Attach supporting documents (e.g., asset photos, purchase records) as required.
- Incomplete or inaccurate forms may delay processing of asset records.
- Both parties should retain copies of the signed form for their records.