

Asset Transfer Log Sheet

Internal Department Use

Transfer Date	<div></div>	Transfer Reference No.	<div></div>
From Department	<div></div>	To Department	<div></div>
Transferred By	<div></div>	Received By	<div></div>

Asset Details

No.	Asset Name	Asset Tag/ID	Quantity	Asset Description	Condition

Approval

Authorized By (Name & Signature)	<div></div>	Date	<div></div>
Received By (Name & Signature)	<div></div>	Date	<div></div>

Important Notes:

- Ensure all asset details are accurately recorded at the time of transfer.
- Both transferring and receiving departments must sign and retain a copy of this log sheet.
- This document serves as official proof of asset handover and responsibility.
- Report any discrepancies or physical damages immediately upon receipt.
- Maintain this document for internal audit and compliance purposes.