

# Asset Transfer Log Sheet

## Internal Department Use

Transfer Date	_____	Transfer Reference No.	_____
From Department	_____	To Department	_____
Transferred By	_____	Received By	_____

## Asset Details

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

## Approval

Authorized By (Name & Signature)	_____	Date	_____
Received By (Name & Signature)	_____	Date	_____

### 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.