

# Departmental Asset Transfer Approval Form

Date of Request

Request Form No.

Transferring Department

Receiving Department

Reason for Transfer

## Asset Details

Asset Description	Asset Tag/ID	Quantity	Condition	Remarks

## Approval & Acknowledgement

Requested By

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Name & Designation

Reviewed By (Asset Manager)

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Name & Designation

Approved By (Department Head)

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Name & Designation

Received By (Receiving Department)

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Name & Designation

## Important Notes

- This form must be completed before any asset transfer between departments.
- All relevant fields should be filled out accurately to avoid delays in approval.
- Asset condition must be assessed before and after transfer.
- The transfer is not valid without all required signatures.
- Maintain a copy of the approved form for departmental records and audit purposes.