

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
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Approval & Acknowledgement

Requested By

Name & Designation

Reviewed By (Asset Manager)

Name & Designation

Approved By (Department Head)

Name & Designation

Received By (Receiving Department)

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.