

Internal Department Asset Transfer Acknowledgement

Date: _____
Reference No.: _____

Transfer Details

Asset Description	_____
Asset Tag / Serial No.	_____
Source Department	_____
Recipient Department	_____
Date of Transfer	_____
Condition Upon Transfer	_____
Remarks	_____

Acknowledgement

We, the undersigned, hereby acknowledge the transfer of the above asset(s) between the respective departments, of which details are furnished above.

Authorized Personnel (Source Dept.)
Name: _____
Designation: _____
Date: _____

Receiving Personnel (Recipient Dept.)
Name: _____
Designation: _____
Date: _____

Asset Management Verification
Name: _____
Designation: _____
Date: _____

Important Notes

- This form should be completed for every internal asset transfer between departments.
- Ensure all asset details are accurately recorded before transfer.
- Signatures from all concerned departments are mandatory for validity.
- Maintain a copy of this document in both source and recipient department records.
- Report any discrepancies in asset condition immediately upon receipt.