

# Asset Transfer Record Form

This **asset transfer record form** sample includes comprehensive depreciation documentation to ensure accurate tracking of asset value changes during transfer. It is designed to maintain transparent financial records and support auditing processes. Using this form helps organizations manage fixed assets efficiently and comply with accounting standards.

## A. Asset Information

Asset Tag/ID	[Enter Asset Tag or ID]	Asset Description	[Enter brief asset description]
Asset Category	[Category (e.g., Computer, Furniture)]	Serial Number	[Serial Number]
Purchase Date	[YYYY-MM-DD]	Purchase Cost	[Currency] [Amount]
Current Location	[Original Department/Location]	Proposed New Location	[Receiving Department/Location]

## B. Depreciation Documentation

Depreciation Method	[Straight-Line / Declining Balance / Other]	Useful Life (Years)	[Value]
Accumulated Depreciation to Date	[Currency] [Amount]	Book Value at Transfer	[Currency] [Amount]
Depreciation as of (Date)	[YYYY-MM-DD]	Remaining Useful Life	[Years/Months]

## C. Transfer Details

Date of Transfer	[YYYY-MM-DD]	Reason for Transfer	[E.g., Departmental Reassignment]
Condition of Asset	[Good/Fair/Poor & Comments]		

## D. Authorization & Approvals

Prepared By	[Name & Signature]	Date	[YYYY-MM-DD]
Approved By	[Name & Signature]	Date	[YYYY-MM-DD]
Received By	[Name & Signature]	Date	[YYYY-MM-DD]

**Note:** Attach any supporting documents (e.g., purchase invoices, prior depreciation schedules, photos of the asset).