

# Asset Transfer Record Form (Government Property)

This **asset transfer record form** sample provides a standardized template for documenting the transfer of government property. It ensures accurate tracking and accountability of assets between departments. Using this form helps maintain transparency and compliance with government regulations.

## A. Asset Information

Asset Description	
Asset Tag/ID Number	
Serial Number	
Model/Make	
Current Condition	
Original Purchase Date	
Original Value	

## B. Transferring Department/Unit

Department/Unit Name	
Responsible Officer	
Contact Number	

## C. Receiving Department/Unit

Department/Unit Name	
Responsible Officer	
Contact Number	

## D. Transfer Details

Reason for Transfer	
Date of Transfer	
Remarks	

## E. Authorization and Acknowledgment

Transferring Officer's Name/Signature/Date	
Receiving Officer's Name/Signature/Date	
Approving Authority Name/Signature/Date	

*Note: Attach supporting documents (e.g., photos, purchase receipts, etc.) if required by internal policies.*