

Asset Transfer Record Form (IT Hardware)

This **asset transfer record form** sample is designed to document the transfer of IT hardware efficiently and accurately. It ensures all relevant details such as asset identification, transfer date, and responsible personnel are properly recorded. Using this form helps maintain clear tracking and accountability during hardware relocations.

Asset Details

Asset Tag/ID	
Asset Description	
Make/Model	
Serial Number	
Condition	

Transfer Details

Current Location	
New Location	
Transfer Date	

Personnel Involved

Transferred By (Name/Signature)	
Received By (Name/Signature)	
Department/Unit	

Remarks/Notes

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