

# Asset Transfer Record Form

This **asset transfer record form** template ensures accurate documentation when moving assets between departments. It streamlines the tracking process, improving accountability and transparency. Customize the form to suit your organization's specific asset management needs.

## Transfer Details

Date of Transfer	
Transfer Reference No.	

## Departments Involved

Transferring Department	
Receiving Department	

## Asset Information

Asset ID	Description	Quantity	Condition	Location (From)	Location (To)

## Authorization Signatures

Name	Title/Position	Department	Signature	Date