

Asset Transfer Record Form

This **asset transfer record form** sample ensures accurate documentation of asset movements along with necessary approval signatures. It facilitates transparent tracking and accountability for all transferred assets. Utilizing this form helps maintain organized records for auditing and asset management purposes.

Asset Details

Asset ID	_____
Description	_____
Serial / Tag Number	_____
Quantity	_____
Condition	New / Used / Damaged (circle one)

Transfer Information

Current Location	_____
Current Custodian	_____
Receiving Location	_____
Receiving Custodian	_____
Date of Transfer	_____
Reason for Transfer	_____

Approvals & Acknowledgements

Name	Title/Role	Signature	Date
_____	Current Custodian	_____	_____
_____	Receiving Custodian	_____	_____
_____	Asset Manager / Finance	_____	_____
_____	Department Head (if needed)	_____	_____

Remarks

Note: Retain this form as part of your fixed asset management records for auditing and verification purposes.