

Asset Transfer Record Form

Purpose: This form is designed to efficiently document the movement of office equipment between departments or personnel. It ensures accurate tracking and accountability of all transferred assets, helping maintain an organized inventory and supporting auditing processes.

Transfer Details

Transfer Date	_____	Transfer ID	_____
From Department/Personnel	_____	To Department/Personnel	_____

Asset Information

Asset Description	Asset Tag/Serial No.	Quantity	Condition	Remarks
_____	_____	_____	New/Good/Fair/Poor	_____
_____	_____	_____	New/Good/Fair/Poor	_____

Authorization

Name (From)	_____	Signature	_____	Date	_____
Name (To)	_____	Signature	_____	Date	_____
Authorized by	_____	Signature	_____	Date	_____

Notes / Additional Comments