Asset Transfer Record Form

This **asset transfer record form** sample includes a comprehensive asset condition checklist to ensure accurate tracking of asset status during transfers. It facilitates smooth documentation and accountability for all asset movements within an organization. Using this form helps maintain detailed records for audit and management purposes.

Asset Details

Asset ID		**Asset Name**	
Category		**Serial Number**	
Location (From)		**Location (To)**	
Date of Transfer		**Transfer Reference No.**	

Transfer Parties

Transferred By (Name & Position)		**Received By (Name & Position)**	
Department (From)		**Department (To)**	

Asset Condition Checklist

#	Condition Item	Good	Fair	Poor	Remarks
1	Physical Appearance (no dents, scratches, etc.)	☐	☐	☐	
2	Operational Status (fully functional)	☐	☐	☐	
3	Accessories Present (cables, manuals, etc.)	☐	☐	☐	
4	Software/Configuration as per standards	☐	☐	☐	
5	Cleanliness	☐	☐	☐	

Additional Remarks

Signatures

Transferred By	Date	Received By	Date