

Asset Transfer Record Form

The **asset transfer record form** sample provides a clear and organized way to document the movement of assets between departments or individuals. It includes itemized asset details such as descriptions, quantities, and serial numbers to ensure accurate tracking. This form helps maintain accountability and streamline asset management processes.

Transfer Information

Date of Transfer	Transfer Reference No.
From (Department/Individual)	To (Department/Individual)
Reason for Transfer	

Itemized Asset Details

#	Asset Description	Quantity	Serial Number	Condition	Remarks
1	Laptop, Dell Inspiron 15	1	DNX15-123456	Good	
2	Projector, Epson X200	1	EPX200-779833	Excellent	
3	Office Chair, Ergonomic	2	CHAIR-5678, CHAIR-5699	Fair	Minor scratches

Acknowledgement & Signatures

Transferred By:

_____ Date: _____

Received By:

_____ Date: _____

Verified By (Asset Manager):

_____ Date: _____