

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: _____