Insert logo

Asset Transfer Form

|  |  |
| --- | --- |
| **Number** |  |

|  |  |
| --- | --- |
| 🞏 | Condition Change |
| 🞏 | Location Change |
| 🞏 | Responsibility Transfer |

**Condition: 1. Useable 2. Limited-use 3. Lost 4. Damage/unusable 5. Donated/Sold**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FROM** | | |  | **TO** | | |
| No | Reg Number | Location & Responsible Person | Condition | Location & Responsible Person | Reason |
|  |  |  |  |  |  |
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| --- | --- | --- | --- | --- |
|  | **Name** | **Department** | **Signature** | **Date** |
| **From** |  |  |  |  |
| **To** |  |  |  |  |
| **Approval by Asset Manager** | | | | |
| **Logistics/General Services/IT/Prj. Manager** |  |  |  |  |

In case of Lost, Damage/Unusable or Donated/Sold, necessary supporting document is required (police report, photos, acceptance letters, etc.)