### SA\_Tech\_03\_ASSET TRANSFER FORM

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **Handed Over By:** | **Taken Over By:** |
| --- | --- |
| **PIC / FA Name:** | **PIC / FA Name:** |

| **S.No:** | **Name of the Items** | **Quantity** | **Unit Rate (as per the bill )** |
| --- | --- | --- | --- |
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Please attach the complete list of items if the list exceeds the table in Annexure 1.

| As the above material is required for the above-mentioned receivers' usage it is being transferred in good working condition.  Signature of the holder | As the material is required for our club usage, we have taken over the same in good condition.  Signature of the receiver |
| --- | --- |

**For Official Use**

The following equipment / non-consumable / consumable / software was transferred and noted in the stock register book.

| **Secretary,**  **Technical Affairs** | **Professor In-Charge,**  **Technical / Co-curricular Affairs** | **Dean,**  **Student Affairs** |
| --- | --- | --- |