

Fixed Asset Transfer Form

Date:

Type of Transaction:

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Permanent Transfer

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Temporary Transfer

Please mention the usage time if You mark Temporary,

For Days

Asset Description:

Asset Name	
Quantity	
Model Number	
Serial Number	
Asset Tag Number	

Original Purchase Information:

Purchase Order (if available)	
Cost Value	
WDV	

Transfer Information:

Releasing Company Name	
Releasing Department Location:	
Releasing Department Cost Center	
Signature of Releasing Holder	

Receiving Company Name:	
Receiving Department Cost Center	
Signature of Cost Center Holder	

User Dept.

Sign with seal & date

ICT

Sign with seal & date

HR & Admin

Sign with seal & date

ARA

Sign with seal & date

A & F

Sign with seal & date