

## Fixed Asset Transfer Form

Date:   

Type of Transaction:

☐ Permanent Transfer☐ Temporary TransferPlease 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 &amp; date

**ICT**

Sign with seal &amp; date

**HR & Admin**

Sign with seal &amp; date

**ARA**

Sign with seal &amp; date

**A & F**

Sign with seal &amp; date