# Asset Handover Form

*This document records the transfer of operational assets from one individual to another within the organization. It aims to ensure accountability and traceability of items issued for business use.*

## Basic Information

|  |  |  |
| --- | --- | --- |
| **Department** | **Date** | **Location** |
| {department} | {date} | {location} |

## Personnel Involved

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Employee ID** |
| **Handover From** | {handoverFromName} | {handoverFromID} |
| **Handover To** | {handoverToName} | {handoverToID} |

## Assets Being Transferred

|  |  |  |  |
| --- | --- | --- | --- |
| **Asset Name** | **Asset ID / Serial** | **Condition** | **Remarks** |
| {#assets}{assetName} | {assetID} | {condition} | {remarks}{/assets} |

## Purpose of Asset Transfer

{transferPurpose}

## Checklists

### Verification Checklist

{#verificationItems}

* {item}

{/verificationItems}

### Documents Attached

{#documentsAttached}

* {documentName}

{/documentsAttached}

## Additional Notes

{additionalNotes}

## Signatures

|  |  |  |  |
| --- | --- | --- | --- |
| **Party** | **Name** | **Signature** | **Date** |
| **Handover From** | {handoverFromName} | {handoverFromSignature} | {handoverFromDate} |
| **Handover To** | {handoverToName} | {handoverToSignature} | {handoverToDate} |