



Asset Handover Form

Employee Name:

Employee No:

Asset Transferred:

Reason for Asset Transfer:

Date of Transfer:

Details of the asset:

Item	User	Asset No.	Serial No.	Status of Asset

I hereby declare I have received the above asset & I understand that I am solely responsible for it's condition. This is to be returned on the first day I report back to duty at the office as received.

Employee Signature:_____

Date:_____

Dept. Head Signature:_____

Date:_____