

Asset Possession Transfer Document

Date:

Transferor Details

Name:

Position:

Contact:

Transferee Details

Name:

Position:

Contact:

Asset Details

Asset Name	Asset ID/Serial	Description	Condition
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Remarks

Signatures

Transferor Signature: _____ Date:

Transferee Signature: _____ Date: