



Transfer of IT Equipment

Date:

Transfer Details

<p>From (Current User)</p> <p>Name:</p> <p>Dept./Division/Region/Post Office:</p> <p>.....</p>	<p>To (New User)</p> <p>Name:</p> <p>Dept./Division/Region/Post Office:</p> <p>.....</p>
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Equipment Details

Sl. No.	Item Description	Codification Number	Custodian	Transfer Place/location	
				From	To

Reason for Transfer:

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Remarks on Equipment Condition:

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Transfer of IT Equipment

Acknowledgment - Employee Declaration

Current Custodian:

I confirm that all above equipment is in working condition and has been transferred.

Employee Name: Signature: Date:

New Custodian:

I acknowledge receipt of the equipment in the stated condition.

Employee Name: Signature: Date:

IT Division Use Only

Verify by (IT Staff Name):

Signature:Date Received:

Inspection Notes:

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Approved by Head, IT Division

Name: Signature: Date:

Remarks:

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Procurement Section USE ONLY: ERP Asset Update

Asset Record Updated by:

Signature:Date: