

Transferring Inventory Items

No:

(Part A)

To :
 From :
 Date :

I have handed over the following item to your Division.

Handed over Date	Item	Serial No :	Qty	Inventory Page No (Capital Items)

Please acknowledge the receipt of same by filling **Part B** of this form.

Handed over (Name) :

.....
 Signature _____

Part B

To :
 From :
 Date :

I have received the following item and have entered in our Inventory as follows.

Received Date	Item	Serial No :	Qty	Inventory Page No (Capital Items)

I certify that the above items are in good condition.

Received by (Name) :

.....
 Signature _____

Hand Over This Original Document to Finance Division and Copy to Administration Division