



ASSET TRANSFER ACKNOWLEDGEMENT FORM

I, _____, the transferor, acknowledge that all above assets have been verified with a physical inventory check performed on _____, and the information reflected is correct to the best of my knowledge.

As of my separation date of _____, I hereby transfer custody and responsibility of above assets to the transferee.

Signature: _____ **Date:** _____

I, _____, the transferee, confirm receiving custody and responsibility of the above assets from the transferor and have verified the information is correct by performing a physical inventory check as of _____.

Signature: _____ **Date:** _____

Transfer approved by ASC Finance Department:

Signature: _____ **Date:** _____