



SA_Tech_03_ASSET TRANSFER FORM

Date: _____

Handed Over By:	Taken Over By:
PIC / FA Name:	PIC / FA Name:

S.No:	Name of the Items	Quantity	Unit Rate (as per the bill)

Please attach the complete list of items if the list exceeds the table in Annexure 1.

As the above material is required for the above-mentioned receivers' usage it is being transferred in good working condition. Signature of the holder	As the material is required for our club usage, we have taken over the same in good condition. Signature of the receiver
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For Official Use

The following equipment / non-consumable / consumable / software was transferred and noted in the stock register book.

**Secretary,
Technical Affairs**

**Professor In-Charge,
Technical / Co-curricular
Affairs**

**Dean,
Student Affairs**

SA_Tech_Reimbursement Form
