

IT Asset Ownership Transfer Form

Date: _____

From: [Current Owner's Name]

Title: [Current Owner's Title]

Department: [Current Owner's Department]

Email: [Current Owner's Email]

Phone: [Current Owner's Phone]

Asset Details:

Asset Description: [Description of the Asset]

Asset Tag Number: [Asset Tag Number]

Serial Number: [Serial Number]

New Owner Details:

To: [New Owner's Name]

Title: [New Owner's Title]

Department: [New Owner's Department]

Email: [New Owner's Email]

Phone: [New Owner's Phone]

Transfer Acknowledgment:

I, [Current Owner's Name], hereby transfer ownership of the above-mentioned IT asset to [New Owner's Name].

Current Owner's Signature: _____

Date: _____

New Owner's Signature: _____

Date: _____