

Transfer Inventory Items

Part (A) -
 To -
 Through -
 From -
 Date -

Handed Over Date	Item	Serial No:	Quantity	Inventory Page No:

I have handed over the following items/s to your Division/ Department.

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

Issued by:

Date:

Signature:

Thank you,

.....

Head of the Department/ Division

Part (B) -
 To -
 Through -
 From -
 Date -

Handed Over Date	Item	Serial No:	Quantity	Inventory Page No:

I have received over the following items/s and have entered in our Inventory as follows.

I certify that the above item/s is/ are in good condition.

Received:

Date:

Signature:

Thank you,

.....

Head of the Department/ Division

Cc: Registrar
 Bursar