**Transfer Form**

**Inventory Items**

Place From (Inventory) : ......................................................................................................................................

Place To (Inventory) : .......................................................................................................................................

 **Item. Code No. Qty.**

1. ........................................................... ............................................................... ....................
2. ........................................................... ............................................................... ....................
3. ........................................................... ............................................................... ....................
4. ........................................................... ............................................................... ....................
5. ........................................................... ............................................................... ....................
6. ........................................................... ............................................................... ....................
7. ........................................................... ............................................................... ....................
8. ........................................................... ............................................................... ....................
9. ........................................................... ............................................................... ....................
10. ........................................................... ............................................................... ....................
11. ........................................................... ............................................................... ....................
12. ........................................................... ............................................................... ....................
13. ........................................................... ............................................................... ....................
14. ........................................................... ............................................................... ....................
15. ........................................................... ............................................................... ....................
16. ........................................................... ............................................................... ....................
17. ........................................................... ............................................................... ....................
18. ........................................................... ............................................................... ....................
19. ........................................................... ............................................................... ....................
20. ........................................................... ............................................................... ....................

**Approved By**: ...................................................

Registrar

 **Handing Over Taking Over**

Name: ................................................... Name: ...................................................

Designation: ......................................... Designation: .........................................

Signature: ............................................. Signature: .............................................

Date: ...................................................... Date: ......................................................