

High-Value Inventory Transfer Approval Form

Transfer Date

Requestor's Name

Department

Transfer From (Origin)

Transfer To (Destination)

Reason for Transfer

Inventory Item(s)

| Item Description | Item Code/Serial | Quantity | Estimated Value |
|------------------|------------------|----------|-----------------|
| | | | |
| | | | |

Additional Notes

Approvals

Manager Name

Manager Signature

Date

Finance Name

Finance Signature

Date