



Empowered lives.  
Resilient nations.

## Asset Transfer-in/Transfer-out Form

**HQ-REF No:** \_\_\_\_\_

(To be filled by ASD)

Atlas Asset ID (Atlas generated number)	Atlas Tag ID (UNDP bar-coded label)	Business Unit (currently in ATLAS)	Description (item name/model/manufacture r)	Serial Number (Not applicable for furniture)	Year of Purchase	Purchase Value	Net Book Value	Status
000000003687	103583	SOM10	Dell Laptop/ LATITUDE E7270	BKGP72	2016	\$1,877	\$1,094	In use with Malfunctions
000000003683	103469	SOM10	Dell Laptop/ LATITUDE E7270	JT3QP72	2016	\$1,877	\$1,094	Not in use
000000003688	103582	SOM10	Dell Laptop/ LATITUDE E7270	2K6RP72	2016	\$1,877	\$1,094	In use but with Battery power retention problems

### COA of receiving unit

BU	Op.Unit	Fund	Dept	Project ID	Activity ID	PC BU	Impl. Agent	Donor
SOM	SOM10	30000	46825	00113637	5	SOM10	UNDP	11363

### To be Completed by Operating Unit

Transfer Out Unit	Transfer In Unit
<b>Transfer From: Support to Stabilization project I</b> Operating Unit: SOM10 Operating Unit ID: 00094844 Physical Transfer Out Date: _____	<b>Transfer To: Support to Stabilization project II</b> Operating Unit: SOM10 Operating Unit ID: 00113637

Signatures		
Transfer Out Unit		Transfer In Unit
<b>Signature of Asset Focal Point:</b> _____ <b>Name:</b> _____ <b>Contact Number:</b> _____	<b>Physical Transfer In Date:</b> _____	<b>Signature of Asset Focal Point:</b> _____ <b>Name:</b> _____ <b>Contact Number:</b> _____
<b>Signature of Manager of Operating Unit:</b> _____ <b>Name:</b> _____ <b>Contact Number:</b> _____		<b>Signature of Head of Operating Unit:</b> _____ <b>Name:</b> _____ <b>Contact Number:</b> _____

**Remarks:**