



**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/manufacturer)	Serial Number (Not applicable for furniture)	Year of Purchase	Purchase Value, USD	Net Book Value
000000001863	000000001863	UKRSEVDON	Computer Printers	3327718184/JTNBF4 FK003030603	2015	2,495.94	2,059.16

**COA of receiving unit**

BU	Op.Unit	Fund	Dept	Project ID	Activity ID	PCBU	Impl. Agent	Donor	Share,%
UKR10	UKR	32045	58204	00099817	2	Ukr10	001981	00141	100

To be Completed by Operating Unit	
Transfer Out Unit	Transfer In Unit
Transfer From: 00094682 Operating Unit: UKR Operating Unit ID: UKR10 Physical Transfer Out Date: 15.12.2016	Transfer To: 00099817 Operating Unit: UKR Operating Unit ID: UKR10 Physical Transfer In Date: 15.12.2016

Signatures	
Transfer Out Unit	Transfer In Unit
Signature of Asset Focal Point: <i>[Signature]</i> Name: <u>Olena Karelina</u> Contact Number: <u>+380503305979</u>	Signature of Asset Focal Point: <i>[Signature]</i> Name: <u>Olena Karelina</u> Contact Number: <u>+380503305979</u>
Signature of Manager of Operating Unit: <i>[Signature]</i> Name: <u>Mustafa Said-Ametov</u> Contact Number: <u>+380503248204</u>	Signature of Manager of Operating Unit: <i>[Signature]</i> Name: <u>Mustafa Said-Ametov</u> Contact Number: <u>+380503248204</u>

**Remarks:**

The Computer Printer is being transferred to COA of the project operating in the Eastern Conflict Area, Severodonetsk. Transfer should be done WITH RESOURCES.\*\*

\*\* Transfer with resource means that the remaining NBV of the asset transferred will be reimbursed by the "Receiving COAs" to the "Transferring COAs", in the form of budget / KK reallocation through GLJE (take budget from receiving unit, give it to the transferring unit).