United Nations Development Programme

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
000000001893	000000001893	UKR10	Notebook computer DELL	1K14F72	2016	2186.37	1,457.56

COA of receiving unit

BU	Op.Unit	Fund	Dept	Project ID	Activity ID	PC BU	Impl. Agent	Donor	Share,%
UKR10	UKR	30000	58204	00112246	5.3	UKR10	001981	00555	100

To be Completed by Operating Unit	
Transfer Out Unit	**Transfer In Unit**
Transfer From: 00093367	Transfer To: 00112246
Donor Code: 00555	Donor Code: 00555
Operating Unit: UKR	Operating Unit: UKR
Operating Unit ID: UKR10	Operating Unit ID: UKR10
Physical Transfer Out Date: 30/09/2018	Physical Transfer In Date: 30/09/2018
Signatures	
Transfer Out Unit	**Transfer In Unit**
Signature of Asset Focal Point: _Olena Karelina_ _____	**Signature of Asset Focal Point:** _Olena Karelina_ _____
Name: Olena Karelina	**Name:** Olena Karelina
Contact Number: +380 50 330 5979	**Contact Number:** +380 50 330 5979
Signature of Programme Coordinator: _Olena Ruditch_ _____	**Signature of Programme Coordinator:** _Olena Ruditch_ _____
Name: Olena Ruditch	**Name:** Olena Ruditch
Contact Number: +380504179620	**Contact Number:** +380504179620

Remarks:
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).