



**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	UKR10	Xerox Work Center 7225	3327718184	2015	2495.94	1892.76
000000001867	000000001819	UKR10	Laptop Dell Latitude E7240	4DK7L12	2015	1581.72	1153.31

**COA of receiving unit**

BU	Op.Unit	Fund	Dopt	Project ID	Activity ID	PC BU	Impl. Agent	Donor	Share,%
UKR10	UKR	30000	58208	00106401	4	Ukr10	001981	00198	100
<b>To be Completed by Operating Unit</b>									
<b>Transfer Out Unit</b>					<b>Transfer In Unit</b>				
Transfer From: 00099817 Operating Unit: UKR Operating Unit ID: UKR10 Physical Transfer Out Date: 06/09/2017					Transfer To: 00106401 Operating Unit: UKR Operating Unit ID: UKR10 Physical Transfer In Date: 06/09/2017				
<b>Signatures</b>									
<b>Transfer Out Unit</b>					<b>Transfer In Unit</b>				
Signature of Asset Focal Point: <i>[Signature]</i> Name: <u>Olena Karoline</u> Contact Number: <u>+380503305979</u>					Signature of Asset Focal Point: <i>[Signature]</i> Name: <u>Olena Karoline</u> Contact Number: <u>+380503305979</u>				
Signature of Manager of Operating Unit: <i>[Signature]</i> Name: <u>Mustafa Saif-Ametov</u> Contact Number: <u>050 317 84 73</u>					Signature of Manager of Operating Unit: <i>[Signature]</i> Name: <u>Mustafa Saif-Ametov</u> Contact Number: <u>050 317 84 73</u>				

**Remarks:**  
The assets 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).