**IT Fixed Asset Transfer Form**

Date: Tuesday, September 26, 2023

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| --- | --- |
| Fixed Asset Details | |
| Fixed asset type: | | | | |
|  | 🞏 **Hardware** | | | 🞏 **Software** |
|  | 🞏 Desktop  🞏 Monitor  🞏 Laptop  🞏 Docking station  🞏 IP telephony  🞏 Printer  🞏 Scanner  🞏 Multifunction printer  🞏 Others (specify):  …………………………………………………………………………….. | | | 🞏 MS Project  🞏 MS Visio  🞏 Adobe Acrobat Pro  🞏 Adobe Photoshop  🞏 Adobe Illustrator  🞏 Others (specify):  …………………………………………………………………………….. |
| Requested procedure: | | | 🞏 Transfer 🞏 Retirement 🞏 Disposal (sale) | |
| Fixed asset number in Oracle FA: | | |  | |
| Date of purchase (DD-MMM-YYYY): | | |  | |
| Net book value (SAR): | | |  | |

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| --- | --- | --- | --- |
| From: |  | To: |  |
| **Name:** |  | **Name:** |  |
| **Department:** |  | **Department:** |  |

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| Recommendation and justification: |
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|  | **Requested by:** |  | **Department Head:** |  | **IT Approval:** |  | **Finance:** |  | **CFO Approval:** |
| Name |  |  |  |  | Maisarah Ajeeb |  |  |  |  |
| Title |  |  |  |  | IT Head |  |  |  |  |
| Date | 26-Sep-23 |  | 26-Sep-23 |  | 26-Sep-23 |  | 26-Sep-23 |  | 26-Sep-23 |
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**Implemented by: on / / 20 .**