**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 |
|  |  |  |  |  |  |  |  |  |  |

**Implemented by: on / / 20 .**