



Province of the
EASTERN CAPE
 COOPERATIVE GOVERNANCE
 & TRADITIONAL AFFAIRS

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
ASSET MOVEMENT / TRANSFER FORM

DETAILS OF ORIGIN	DETAILS OF DESTINATION
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Programme		Programme	
Directorate		Directorate	
Section/ Sub - Section		Section/ Sub - Section	
Location		Location	
Floor Number		Floor Number	
Room Number		Room Number	
Asset User: Full Names		Asset User: Full Names	
Telephone#/ Extension		Telephone#/ Extension	
Manager : Full Names		Manager : Full Names	
Telephone#/ Extension		Telephone#/ Extension	

ITEM NO	ASSET NUMBER	ASSET DESCRIPTION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

DESIGNATION	FULL NAMES	SIGNATURE	DATE
Current Asset User			
Supervisor: (Current Asset User)			
New Asset User: (Receiving)			
Supervisor: (New Asset User)			
Asset Manager			



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