*Charles University, Faculty of Social Sciences*

**TRANSFER FORM OF ASSETS**

**Transferring unit**

 Workplace: ………………………………………

 Room no: ………………………………………

 Person Responsible: ………………………………………

**Receiving unit**

 Workplace: ………………………………………

 Room no: ………………………………………

 Person Responsible: ………………………………………

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| --- | --- |
| **Inventory no.** | **Description of Item** |
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| For the transferring unit:.………………….. | Date: ……………... | Signature: |
| For the receiving unit:.………………….. | Date: ……….……. | Signature: |
| Transfer acknowledged and recorded for the Technical Operations Office by .………………….. | Date: ……………... | Signature: |