

DIXANI - STOCK TRANSFER FORM

Inventory transfer between warehouses, branches or stock locations

Transfer No.		Transfer Date		From Warehouse		To Warehouse		Request / Ref. No.	
Transfer Type		Requested By		Priority		Vehicle / Courier		Expected Receipt Date	

#	SKU / Item	Description	UOM	From Bin	To Bin	Req.	Transfer	Received	Diff.	Batch	Condition	Status	Reason / Purpose	Receiver Remarks	Reference
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															

Transfer approved	Yes / No / N/A	SKU verified	Yes / No / N/A	Qty checked before dispatch	Yes / No / N/A	Batch / lot verified	Yes / No / N/A
Destination confirmed	Yes / No / N/A	Received qty verified	Yes / No / N/A	System transfer posted	Yes / No / N/A	Exception reported	Yes / No / N/A

GENERAL TRANSFER REMARKS / SHORTAGE, DAMAGE OR EXCESS DETAILS

Prepared By	Issued / Dispatched By	Received By	Approved By
Name / Signature: _____	Name / Signature: _____	Name / Signature: _____	Name / Signature: _____
Date / Time: _____	Date / Time: _____	Date / Time: _____	Date / Time: _____

Operational template only. Adapt transfer authorization, dispatch, receiving, system posting and exception controls to your organization's procedures.