

# Asset Credit Debit Form

## General Information

Date: \_\_\_\_\_

Asset Reference Number: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Authorized By: \_\_\_\_\_

## Asset Details

Asset Name: \_\_\_\_\_

Asset Category: \_\_\_\_\_

Asset Location: \_\_\_\_\_

## Transaction Summary

- Transaction ID: \_\_\_\_\_
- Type of Adjustment (Check applicable):
  - Debit
  - Credit
- Reason for Adjustment: \_\_\_\_\_

## Table of Adjustments

Asset ID	Description	Previous Value	Debit	Credit	Updated Value
1					
2					
3					
4					

**Authorization Details**

**Authorized By:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_