

Minutes of Transfer of Covenant (Personal or Administrative)

Transfer inside the Entity		Transfer inside the Entity	
The contract indicated below was transferred on // 1445 AH in accordance with Article (16) of the government warehouse regulations and procedures.			
Item Name	Item Number/Model	Quantity	Notes
Transfer Information			
Custody from		Custody for	
Job ID		Job ID	
Entity		Entity	
Signature		Signature	
Head of the Entity		Head of the Entity	
Signature		Signature	
Inventory Control Department			
Custody Officer /	Signature /		Custody has been transferred to the above employee
			Inventory Control Department Manager