Equipment Checkout Form

Record condition and responsibility from handover through return.

Checkout date

Due back

BORROWER

DEPARTMENT / GROUP

PHONE / EMAIL

EQUIPMENT

ITEM

ASSET TAG

SERIAL NUMBER

ACCESSORIES INCLUDED

CONDITION AT CHECKOUT

APPROVED USE / LOCATION

ISSUED BY

The borrower agrees to use the equipment responsibly, report loss or damage promptly and return the item and listed accessories by the due date.

BORROWER SIGNATURE

DATE

ISSUED BY SIGNATURE

DATE

RETURN

RETURN DATE / TIME

RECEIVED BY

ALL ACCESSORIES RETURNED?

CONDITION AT RETURN, DAMAGE OR MISSING ITEMS

BORROWER

DATE

RECEIVER

DATE