Equipment Checkout Record Form

Date: _____

Department/Location: _____

Item Name/Description	Item ID/Serial No.	Condition	Borrower Name	Contact Info	Date Borrowed	Due Date	Date Returned	Staff Initials	Notes/Damages

Borrower Signature: _____ Date: _____

Staff Signature: _____ Date: _____

This printable equipment checkout record form helps streamline tracking, improve accountability, and maintain organized management of borrowed items.