

Equipment Checkout Record Form

Date:

Employee Name:

Employee ID:

Equipment Details

Asset Tag/Barcode	Item Description	Serial Number	Date Out	Date Due	Date Returned	Condition (Out/In)	Staff Initials
 EQT0000238	Laptop - Dell Latitude 5530	SN1234567890	____ / ____ / ____	____ / ____ / ____	____ / ____ / ____	/ ____ ____	____
 PRJ0000156	Projector - Epson EB-X41	SN0987654321	____ / ____ / ____	____ / ____ / ____	____ / ____ / ____	/ ____ ____	____

Acknowledgement

I acknowledge receipt of the above-listed equipment and accept responsibility for its care and prompt return. I understand that I may be held liable for damages or loss while the equipment is checked out to me.

Employee Signature:	Date:	Supervisor/Staff Signature:	Date:
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