

Detailed Equipment Checkout Record Form: Camera Gear

This **equipment checkout record form** sample is designed for tracking camera gear efficiently and accurately. It helps document the details of borrowed items, ensuring accountability and easy inventory management. Perfect for photographers and rental services needing organized equipment tracking.

1. Borrower Information

Full Name		Department/Project	
Contact Number		Email	
Date Out		Date Due	

2. Equipment Details

Item Description	Make/Model	Serial Number	Accessory(s)	Condition (Out)	Quantity	Notes
Digital Camera Body			Battery, Charger			
Lens			Lens Cap			
Tripod			Bag			

3. Return Details

Date Returned		Condition (In)	
Inspected By		Notes on Return	

4. Signatures

Borrower Signature		Date	
Authorized Staff Signature		Date	

By signing, the borrower confirms responsibility for the listed equipment and agrees to return it in the recorded condition by the due date.