

# Equipment Checkout Record Form

This **equipment checkout record form** sample is designed for schools to efficiently track and manage the borrowing of school equipment. It ensures accountability by recording key details such as the borrower's name, item description, and checkout dates. Using this form helps maintain organized inventory and prevents loss or damage.

|                  |                      |                |                      |
|------------------|----------------------|----------------|----------------------|
| Date of Checkout | <input type="text"/> | Date of Return | <input type="text"/> |
| Borrower's Name  | <input type="text"/> |                |                      |
| Grade/Class      | <input type="text"/> | Contact Number | <input type="text"/> |

## Equipment Details

| Item Description     | Serial/ID Number     | Condition (At Checkout) | Condition (At Return) |
|----------------------|----------------------|-------------------------|-----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/>    | <input type="text"/>  |
| <input type="text"/> | <input type="text"/> | <input type="text"/>    | <input type="text"/>  |

|                      |                      |
|----------------------|----------------------|
| Borrower's Signature | <input type="text"/> |
| Staff In Charge      | <input type="text"/> |
| Staff Signature      | <input type="text"/> |