

# Equipment Loan Record Form

This **equipment loan record form** sample efficiently tracks borrowed items by capturing essential details such as serial number, borrower information, and loan duration. It ensures accountability and easy monitoring of equipment usage in any organization. Utilizing this template promotes organized asset management and reduces the risk of loss or misplacement.

<b>Equipment Name</b>	<input type="text"/>
<b>Serial Number</b>	<input type="text"/>
<b>Description</b>	<input type="text"/>
<b>Borrower's Name</b>	<input type="text"/>
<b>Department / Unit</b>	<input type="text"/>
<b>Contact Number / Email</b>	<input type="text"/>
<b>Loan Date</b>	<input type="text"/>
<b>Expected Return Date</b>	<input type="text"/>
<b>Actual Return Date</b>	<input type="text"/>
<b>Condition on Issue</b>	<input type="text"/>
<b>Condition on Return</b>	<input type="text"/>
<b>Authorized By</b>	<input type="text"/>
<b>Remarks</b>	<input type="text"/>