

Equipment Loan Record Form

This **equipment loan record form sample** provides a clear template for documenting the lending and return of equipment, ensuring accountability. It includes detailed terms and conditions to protect both the lender and borrower by outlining responsibilities and usage guidelines. Use this form to maintain organized and legal equipment loan records efficiently.

A. Equipment Details

Equipment Name	
Equipment Serial/ID Number	
Description/Model	
Condition at Loan	
Accessories/Components Included	

B. Loan Details

Borrower Name	
Department/Unit	
Lender Name	
Loan Date	
Expected Return Date	
Actual Return Date	

C. Terms and Conditions

- Usage:** The borrower agrees to use the equipment only for authorized purposes and to operate it appropriately and safely at all times.
- Responsibility:** The borrower is responsible for the proper care and safeguarding of the equipment during the loan period.
- Loss or Damage:** Any loss or damage, other than normal wear and tear, is the responsibility of the borrower and may result in repair or replacement charges.
- Return:** Equipment must be returned by the agreed-upon date and in the same condition as when issued, with all accessories/components.
- Inspection:** Equipment will be inspected upon return. Any faults must be reported immediately to the lender.
- Liability:** The lender shall not be liable for any injuries, damages, or losses suffered as a result of use of the equipment.
- Agreement:** By signing below, the lender and borrower acknowledge and agree to abide by the above terms and conditions.

D. Signatures

Borrower Signature		Date	
Lender Signature		Date	