

# Equipment Loan Record Form

This **equipment loan record form** sample is designed specifically for IT departments to efficiently track the allocation and return of hardware and software. It helps maintain accurate documentation of borrowed assets, reducing the risk of loss or misplacement. Using this form ensures accountability and streamlines the management of IT resources.

## 1. Borrower Information

Name		Department	
Email		Phone	

## 2. Equipment Details

Equipment Type	Make/Model	Serial/Asset No.	Accessories Included	Condition (Loan Out)

## 3. Loan Details

Date Issued		Due Date for Return	
Purpose of Loan			

## 4. Return Details (to be completed upon return)

Date Returned		Condition (Return)	
Accessories Returned			
Comments			

## 5. Signatures

Borrower Signature		Date	
IT Dept. Staff Signature		Date	