Simple Equipment Checkout Record Form

Instructions: Please fill out the information below each time equipment is checked out or returned.

Department/Team: _____

Date: _____ / _____ / _____

Equipment Name / ID	Borrower Name	Date Out	Expected Return	Date Returned	Condition Out	Condition In	Staff Initials

Notes / Remarks:

This **simple equipment checkout record form** sample PDF provides an easy-to-use template for tracking the borrowing and return of equipment. Designed for clarity and efficiency, it helps organizations manage assets and maintain accurate records. Download this form to streamline your equipment management process.