

Basic Equipment Loan Record Form

This **basic equipment loan record form** sample ensures accurate tracking of borrowed items, including essential details and borrower signatures. It helps maintain accountability and streamline equipment management processes. Using this form reduces the risk of lost or damaged equipment.

Borrower Name	<input type="text"/>
Department/Unit	<input type="text"/>
Contact Number	<input type="text"/>
Equipment Name	<input type="text"/>
Serial Number	<input type="text"/>
Date Borrowed	<input type="text"/>
Expected Return Date	<input type="text"/>
Condition on Loan	<input type="text"/>
Remarks	<input type="text"/>

Borrower Signature: _____ Date:

Authorized Staff Signature: _____ Date: