

Equipment Checkout Record Form

This **equipment checkout record form sample** ensures accurate tracking and accountability of borrowed items. It includes designated areas for borrower and staff signatures, confirming receipt and return of equipment. This organized format helps maintain clear records for inventory management and responsibility verification.

Borrower Information

Name		Department/Unit	
Email		Phone	

Equipment Details

Equipment Description	Asset/Serial Number	Condition (Out)	Condition (In)

Checkout & Return Information

Date Out		Time Out	
Date Due		Date Returned	

Signatures

Borrower Signature

Date: _____

Staff Signature (Checkout)

Date: _____

Staff Signature (Return)

Date: _____

By signing above, the borrower acknowledges responsibility for the listed equipment and agrees to return it in the stated condition by the due date.