

Equipment Loan Record Form

This **free equipment loan record form sample template** helps organizations efficiently track borrowed items, ensuring accountability and proper management. It simplifies record-keeping by capturing essential details like borrower information, equipment description, and loan dates. Using this template promotes transparency and reduces the risk of lost or misplaced equipment.

Borrower Information

Full Name	<input type="text"/>
Department/Organization	<input type="text"/>
Contact Number	<input type="text"/>
Email Address	<input type="text"/>

Equipment Details

Item Description	Asset/Serial No.	Condition (at issue)	Accessories Provided
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Loan Details

Date Borrowed	<input type="text"/>	Expected Return Date	<input type="text"/>
Date Returned	<input type="text"/>	Condition (at return)	<input type="text"/>

Agreement

I acknowledge receipt of the equipment listed above and agree to use it responsibly. I will return all items in their original condition by the agreed return date.

Borrower's Signature:

Approver's Signature:

Date:

Date: