

Equipment Loan Record Form

This **equipment loan record form** sample is designed specifically for government offices to efficiently track the issuance and return of office equipment. It ensures accountability and proper management of resources by documenting borrower details, loan dates, and item conditions. Utilizing this form helps maintain organized records and supports asset management protocols within public sector institutions.

Borrower Information

Full Name	
Designation/Position	
Department/Section	
Contact Number/Email	

Equipment Details

Item Description	Serial Number / Asset Code	Quantity	Condition (Before Loan)

Loan Transaction Details

Date Issued		Issued By (Name / Signature)	
Expected Return Date		Actual Return Date	

Return & Condition upon Return

Item Condition (Upon Return)	
Received By (Name / Signature)	
Remarks	

Note: This record is to be maintained by the Asset/Inventory Officer and submitted to the Administrative Department upon completion of each loan transaction.