Equipment checkout form

One form per loan. Fill in the return section at the counter when the equipment comes back, and keep the signed form with the loan record.

BORROWER

Name		**Department or organisation**	
Phone		**Email**	

THE LOAN

Purpose			
Where it will be used			
Checked out (date, time)		**Due back (date, time)**	

ITEMS

#	Item	ID or serial number	Contents and accessories	Condition when it left
1				
2				
3				
4				
5				
6				
7				
8				

List every case, battery, card and cable, or write what is inside a case in the contents column.

Photos taken at handover: Yes / No (circle one)

SIGNATURES

By signing, the borrower confirms receiving the items above in the condition described, and agrees to return them by the date due.

Borrower

Signature

Name in capitals Date

Handed over by

Signature

Name in capitals Date

RETURN (FILLED IN WHEN IT COMES BACK)

Returned (date, time)		**All items back?**	Yes / No
Missing or damaged			
Condition and notes			

Received by

Signature

Name in capitals Date

Borrower (optional)

Signature

Name in capitals Date