[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Equipment Checkout Sheet

Lending equipment without losing it: who took what, when it is due back, and its condition on return.

Document: Equipment Checkout Sheet Version: 2.0 (redesign)

Prepared by: _____ Owner: _____

Date: _____ Review date: _____

Equipment: _____ Asset tag: _____

Checkout manager: _____ Sheet period: _____

Return location: _____ Condition at start of period: _____

Checkout log

Borrower	Department	Phone / extension	Equipment	Checkout date	Due date	Condition on checkout	Returned on	Condition on return	Late?

Completion checklist: [ ] Every checkout has a borrower, checkout date, and due date.

[ ] Condition is recorded at checkout and again at return.

[ ] Overdue items are chased the same day they become overdue.