

# Daily Asset Usage Log Sheet

Date: \_\_\_\_\_  
Department: \_\_\_\_\_  
Location: \_\_\_\_\_

Prepared by:

Verified by:

## Important Notes:

- Log sheet must be filled out daily and kept for internal records.
- Ensure all asset check-out and check-in times are recorded promptly.
- Any damages or irregularities in asset condition should be reported immediately.
- This document supports accountability and helps in asset tracking and maintenance.