

Daily Asset Usage Log Sheet

Date: _____

Department: _____

Location: _____

No.	Asset Name / Description	Asset ID / Serial	Time		User Name	Purpose / Task	Condition (Start/End)	Remarks
			Check-Out	Check-In				
1								
2								
3								
4								
5								

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.