

Daily Asset Access Log Sheet

IT Devices

Date: _____

Location/Department: _____

Supervisor: _____

Sheet No.: _____

No.	Employee Name	Department	Device Type / Asset Tag	Checked Out Time	Checked In Time	Purpose / Task	Signature
1							
2							
3							
4							
5							
6							
7							
8							

Important Notes

- All device check-in and check-out activities must be recorded daily.
- Employees are responsible for returning devices in proper working condition.
- Ensure that all entries are complete and signatures are collected for accountability.
- This log should be reviewed regularly by the supervisor for compliance and security.
- Report any loss, malfunction, or unusual activity to the IT department immediately.