

Employee Asset Checkout and Return Log

Employee Information

Name: _____

Employee ID: _____

Department: _____

Date: _____

Asset Details

#	Asset Description	Serial No. / Asset ID	Date Issued	Issued By	Date Returned	Received By	Condition on Return	Remarks
1								
2								
3								

Employee Signature: _____

Supervisor/Manager Signature: _____

Important Notes:

- All issued assets must be returned in good working condition unless otherwise stated.
- Employees are responsible for the safekeeping and proper use of company assets.
- Report any loss or damage immediately to the supervisor or IT/admin department.
- This document serves as a record for accountability and asset tracking purposes.
- Ensure all fields are completed and signatures are obtained for each transaction.