IT Equipment Loan Authorization Record

Employee Details

Name

Employee ID

Department

Contact Number

Email

Loaned IT Equipment Details

Item Description	Brand/Model	Serial Number	Asset Tag	Date Loaned	Expected Return Date	Condition (Loaned)

Return Details

Date Returned

Condition (Returned)

Remarks

Employee Signature

Date: _____
Authorized By (IT Dept.)

Date: _____

- This form must be completed and authorized before loaning any IT equipment.
- Return of equipment in good working condition is the responsibility of the borrower.
- Loss or damage may subject the borrower to replacement or repair costs.
- Report any faults or issues immediately to the IT department.
- This record must be retained by IT for audit and inventory control purposes.