

Asset Borrowing Slip Form

Slip No.: _____

Date: _____

Borrower's Name: _____

Department: _____

Contact Number: _____

Asset Details			
Description	Asset No./Serial	Quantity	Condition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Borrowing Details

Purpose: _____

Borrowed Date: _____

Expected Return Date: _____

Signatures

Borrower	Department Head
Signature: _____	Signature: _____
Date: _____	Date: _____
Asset Officer	Return Received By
Signature: _____	Signature: _____
Date: _____	Date: _____

- Important Notes**
- This form must be completed before the asset is borrowed.
 - The borrower is responsible for the asset until it is officially returned and inspected.
 - Any loss or damage to the asset must be reported immediately.
 - Failure to return the asset on time may result in disciplinary action.

- Keep a copy of this slip for your records.