

# 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

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### Department Head

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### Asset Officer

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### Return Received By

Signature: \_\_\_\_\_  
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.