

Asset Borrowing Slip

Borrower's Name

Enter full name

Department / Unit

Enter department

Date of Borrowing

Expected Return Date

Purpose of Borrowing

Describe purpose

Asset Description	Asset Tag / Serial No.	Quantity	Condition (on Borrow)
e.g. Laptop	e.g. SN123456	1	e.g. Good, Working

Condition upon Return

To be filled after return

Borrower's Signature:

Sign here

Date:

Authorizing Person / Asset Officer:

Sign here

Date:

Return Received By:

Sign here

Date:

- This slip must be filled before taking any asset out of the premises.
- The borrower is responsible for the due care and return of the asset(s).
- Any damage or loss should be reported immediately to the asset-in-charge.
- Filling this document does not relieve the borrower from liability for borrowed items.
- Ensure all details are correctly filled and signatures obtained.