

Asset Borrowing Slip for Temporary Use

Slip No.		Date	
Borrower Name			
Department/Unit		Contact Number	

ASSET DETAILS

Description	Asset Code/Tag	Quantity	Condition

BORROWING PERIOD

Date Borrowed		Expected Return Date	
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PURPOSE OF BORROWING

ACKNOWLEDGEMENT

Borrower Signature / Date

Authorized Personnel / Date

IMPORTANT NOTES

- This slip must be completed and approved before removing any asset from its designated area.
- The borrower is responsible for the proper care and on-time return of all borrowed asset(s).
- Any loss or damage to the asset(s) must be reported immediately and may be subject to replacement or repair costs.
- This document should be retained for record and audit purposes.