

Asset Borrowing Slip for Temporary Use

Slip Details

Slip No.	ABS-2024-00123	Date	2024-06-18
Department	Information Technology	Contact No.	+1 234 567 8901

Borrower Information

Name	Jane Doe	Employee ID	EMP100245
Designation	IT Support Engineer	Email Address	jane.doe@company.com

Asset Details

Asset Description	Laptop - Dell Latitude 5430
Asset ID / Serial No.	DL5430-2321
Condition at Issue	Good, Working
Accessories	Charger, Laptop Bag
Purpose of Use	Remote Project Support

Borrowing Period

Date Borrowed	2024-06-18	Expected Return Date	2024-07-02
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Borrower Signature

Date: _____

Department Head
(Approval)

Date: _____

Asset Issuer

Date: _____

Important Notes

- This slip must be presented during both asset borrowing and return.
- Borrower is responsible for the care and timely return of the borrowed asset in the same condition.
- Report any loss or damage immediately to the department head.
- Non-compliance may result in disciplinary action and/or replacement cost recovery.
- Keep this document for your records until asset is returned and formally received.