

Digital Asset Borrowing Slip

Google Sheet Format Example

Borrower & Asset Details

Borrower Name [Enter Name]
Department / Unit [Enter Department]
Email [Enter Email]
Contact Number [Enter Contact]
Date of Request [Enter Date]

Asset Borrowed

No.	Asset Type/Description	Asset ID / Reference	Purpose	Checkout Date	Return Date	Status
1	[e.g., External Drive]	[e.g., DA-1123]	[e.g., Project Backup]	[YYYY-MM-DD]	[YYYY-MM-DD]	[e.g., Borrowed]
2	[]	[]	[]	[]	[]	[]

Approval

Approved By [Approver Name]
Approver Role [Role or Title]
Date Approved [YYYY-MM-DD]

Signatures

Borrower Signature Approver Signature

Date: _____

Date: _____

Important Notes

- This document must be filled out and approved before removing any digital asset from its designated area.
- Borrower is responsible for the security and integrity of the digital asset during the borrow period.
- All borrowed assets must be returned by the specified return date; late return or damage may result in liabilities.
- Any change to asset status or loss must be reported to the relevant department immediately.
- This slip should be stored and tracked as part of the organization's asset management records.