

# Asset Borrowing Slip

Downloadable | Printable | For Office Use

## Borrower Information

Full Name		Employee ID	
Department		Contact Number	
Date of Issue		Expected Return Date	

## Asset Details

No.	Asset Name / Item	Asset Tag / Serial No.	Condition (Issued)	Remarks
1				
2				
3				

## For Office Use Only

Date Returned		Condition (Returned)	
Remarks			

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Authorizing Officer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Important Notes:

- All borrowed assets must be returned in the same condition as issued.
- Borrowers are responsible for loss or damage of assets while in their possession.
- Asset borrowing without authorization may be subject to disciplinary action.
- This slip must be submitted to the concerned department upon return of assets.
- Retain a copy of this slip for future reference.