

# Temporary Asset Borrowing Slip

## Borrower Information

Name

Enter full name

Department

Enter department

Contact Number

Enter contact number

## Asset Details

Asset Name	Asset ID / Serial No.	Description / Condition

## Borrowing Period

Date Borrowed

Expected Return Date

## Purpose of Borrowing

Describe purpose of borrowing asset(s)

Borrower Signature

Date: \_\_\_\_\_

Approver Signature

Date: \_\_\_\_\_

Asset Custodian Signature

Date: \_\_\_\_\_

## Important Notes

- This slip must be duly filled and approved before any asset is taken out temporarily.
- Borrower is fully responsible for the asset(s) listed until returned in original condition.
- Report any loss or damage to the Asset Custodian immediately.
- All borrowed assets must be returned by the agreed return date unless extended with formal approval.
- Retain a copy of this document for your own records.

