

Asset Borrowing Slip for Temporary Use

Please fill out this form when borrowing any company asset for a temporary period.

Borrower Details

Name		Department	
Employee ID		Contact Number	

Asset Information

Asset Description	Asset ID/Serial No.	Condition (Before)	Quantity

Borrowing Period

Date Borrowed		Expected Return Date	
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Purpose of Borrowing

Approvals

Borrower	Department Head	Asset Custodian
Signature: Date:	Signature: Date:	Signature: Date:

Asset Return & Condition

Date Returned		Condition (After)	
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Important Notes

- Only authorized personnel may approve and witness asset borrowing and returns.
- Borrowed assets must be returned in their original condition by the specified date.
- Any damage or loss must be reported immediately to the Asset Custodian.
- Failure to return the asset or report its status may result in disciplinary action or financial liability.
- Keep a copy of this slip for your records until the asset is returned and clearance is granted.