

Asset Borrow Slip

(Sample - Google Docs Version)

Slip No.: _____

Date: _____

Borrower's Name: _____

Department/Unit: _____

Purpose: _____

#	Asset / Item Description	Serial / Asset No.	Qty	Remarks/Condition

Expected Return Date: _____

Return Remarks/Condition: _____

Borrower's Signature

Date: _____
Asset Custodian

Date: _____

Important Notes:

- This slip serves as an official record for borrowing organization assets.
- All information must be filled out completely and accurately.
- Borrower is responsible for the safekeeping and timely return of the items in original condition.
- Report any damages or issues to the Asset Custodian immediately upon return.
- This form must be authorized by both the Borrower and the Asset Custodian.