

# 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

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Date: \_\_\_\_\_  
Asset Custodian

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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.