Equipment Checkout Form
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Borrower's Information:

Full Name: ______________________________________
Contact Number: __________________________________
Email Address: ____________________________________
Department/Organization: __________________________

Date and Time:

Date of Checkout: _________________________________
Expected Return Date: _____________________________

Equipment Details:

Description of Equipment: __________________________
Serial Number: ________________________________
Quantity: _______

Condition of Equipment:

[ ] Checked - Good Condition
[ ] Checked - Minor Damage (Specify): ______________
[ ] Checked - Significant Damage (Specify): ___________
[ ] Checked - Malfunctioning (Specify): ______________

Signature:

I, the undersigned, agree to take full responsibility for the equipment described above and confirm that I have received it in the condition as checked above. I understand that I must return the equipment by the specified return date and will be liable for any damages or loss incurred during the borrowing period.

Borrower's Signature: _____________________________
Date: __________________________

Staff Signature (Issuing Equipment):

______________________________
Date: __________________________
Equipment Return:

Date of Return: ______________________________
Time of Return: ______________________________

Condition of Equipment Upon Return:

[ ] Checked - Good Condition
[ ] Checked - Minor Damage (Specify): ________________
[ ] Checked - Significant Damage (Specify): ____________
[ ] Checked - Malfunctioning (Specify): ______________

Staff Verification:

I, the undersigned, have inspected the returned equipment and confirm that it has been received in the condition as checked above.

Staff Signature: ______________________________
Date: ______________________________

Terms and Conditions:

1. The equipment must be used only for the intended purpose and in accordance with the manufacturer’s guidelines.
2. Any damages or issues must be reported immediately.
3. The borrower is responsible for the safekeeping and return of the equipment.
4. Late returns may be subject to penalties.
5. The lending organization is not responsible for any accidents or injuries resulting from the use of the equipment.

Please note: By signing this form, you agree to comply with all the terms and conditions mentioned above.

This Equipment Checkout Form was created by Connecteam - the easiest way to manage your employees in one place