[Company name]

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

Equipment Checkout Sheet

Lending equipment without losing it: who took what, when it is due back, and its condition on return.

Document	Equipment Checkout Sheet
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0 (redesign)
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

Equipment	**[Equipment]**
Asset tag	
Checkout manager	**[Checkout manager]**
Sheet period	**[Sheet period]**
Return location	**[Return location]**
Condition at start of period	

[Company name]

Checkout log

Borrower	Department	Phone / extension	Equipment	Checkout date	Due date	Condition on checkout	Returned on	Condition on return	Late?

Completion checklist

Done	Check
	Every checkout has a borrower, checkout date, and due date.
	Condition is recorded at checkout and again at return.
	Overdue items are chased the same day they become overdue.