

EQUIPMENT SIGN-OUT

Store / location: _____ Keeper: _____ Sheet no.: _____

One line per item that leaves the store, signed for on the way out and ticked off on the way back.

Item or equipment	Serial / asset no.	Taken by	Signature	Date out	Due back	Returned	OK	Condition / notes
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Items out right now: _____ Items overdue: _____ Checked by: _____

The borrower signs the Signature column as the item leaves. Tick OK and write the condition when it comes back; anything damaged or missing goes in that column.