

Temporary Equipment Use Form

1. Borrower Information

Name

Organization / Department

Email

Phone

2. Equipment Details

Equipment Name

Asset/Serial Number

Description

Date Borrowed

Expected Return Date

3. Purpose of Use

4. Borrower Acknowledgment

By signing below, I agree to return the equipment in good condition and accept responsibility for any loss or damage.

Borrower Signature

Date

5. Office Use Only

Staff Name

Date Approved

Notes