Tools Checkout and Return Form

| Date | | | | |
|----------------|------------------|----------|----------------------|---------|
| Team Member N | ame | | | |
| Employee ID | | | | |
| Supervisor | | | | |
| Checkout De | tails | | | |
| Tool Name | Tool ID/Serial # | Quantity | Condition (Checkout) | Remarks |
| | | | | |
| | | | | |
| Return Detail | s | | | |
| Tool Name | Tool ID/Serial # | Quantity | Condition (Return) | Remarks |
| | | | | |
| | | | | |
| Team Member S | ignature | | | |
| Return Checked | Ву | | | |