

Equipment Sign Out Form



This form must be completed before any equipment can be taken on loan, and **MUST** contain the signature of the **borrower** and their **direct manager**.

My Company Inc.
123 Some Street
Some Town, State
A Country
Post Code
Phone: 999-999-9999
Fax: 999-999-8888
www.example.com

After printing and signing this form, please send through the internal mail to the relevant section.

Name:

Title:

Department:

Phone Ext:

Employee #:

Date Requested	Item	Date Needed	Quantity	Date Returned

Managers Signature

Employees Signature