Property Borrow and Return Acknowledgment

Name of Borrower:

Department:

Property Description:

Serial/Asset Number (if any):

Date Borrowed:

Date Returned:

Condition Upon Return:

I acknowledge that I have borrowed the property listed above and will be responsible for its safekeeping. I agree to return the property in good condition as specified.

Borrower's Signature:

Date:

Authorized Personnel Signature:

Date: