



Equipment Sign Out Sheet Template

Mitch Liam / Marie Dillon / 21 Jun 2023

Complete

Score	75%	Flagged items	0	Actions	0
Site conducted					Unanswered
Employee Name					Mitch Liam
Department					Mitch Liam
Prepared by					Marie Dillon
Date & Time					21.06.2023 15:30 PST
Location					222 W Maple Ave, Fayetteville, WV 25840, USA (38.05191730000001, -81.1067441)

Inspection 75%

Equipment Sign Out 66.67%

Click "Add"

Item 66.67%

Item 1 100%

Item/ Equipment Issued Laptop with charger

Quantity 1

Equipment Condition No damage

BARCODE:

6 71860 132789 4

Item 2 0%

Item/ Equipment Issued iPad 2 (for demo meetings)

Quantity 1

Equipment Condition Slightly impaired

Screen has a scratch but device still functional.



Photo 1

Item 3 100%

Item/ Equipment Issued Personal bluetooth speaker

Quantity 1

Equipment Condition No damage

BARCODE: 2 5783 3223 9

To be used for meetings.

Issuance 100%

Date Issued

10.01.2019

Do you need to specify a return date?

No

I agree to comply to the policies of using this equipment and will return the equipment on time.



Employee Number (if available)

1501255

Employee's Full Name & Signature



Mitch Liam
21.06.2023 18:21 PST

Completion

Additional Notes

Disposable screen cleaners were also provided for the laptop for Mitch's use.

Full Name & Signature of Approver



Marie Dillon
21.06.2023 18:21 PST

Media summary

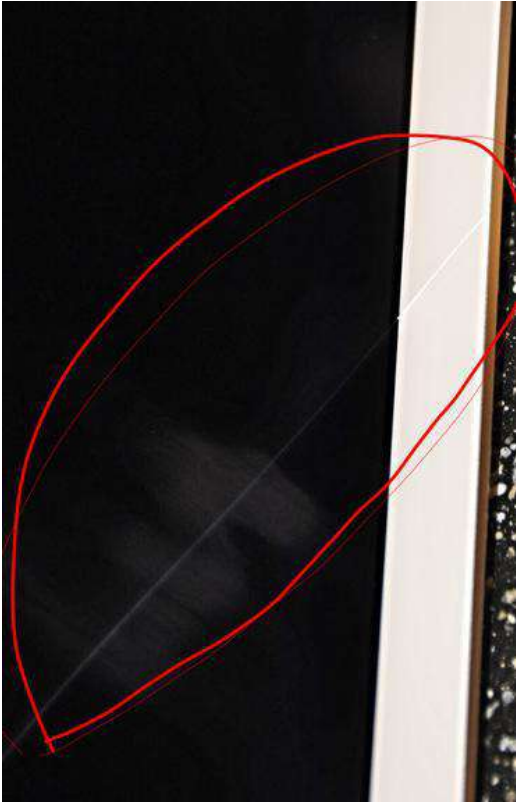


Photo 1