



Equipment Sign Out Sheet Template

Mitch Liam / Marie Dillon / 21 Jun 2023

Complete

Score	3 / 4 (75%)	Flagged items	0	Actions	0
Site conducted	Unanswered				
Employee Name	Mitch Liam				
Department	Mitch Liam				
Prepared by	Marie Dillon				
Date & Time	21 Jun 2023 15:30 PST				
Location	222 W Maple Ave, Fayetteville, WV 25840, USA (38.05191730000001, -81.1067441)				

Inspection	3 / 4 (75%)
Equipment Sign Out	2 / 3 (66.67%)
Click "Add"	
Item	2 / 3 (66.67%)
Item 1	1 / 1 (100%)
Item/ Equipment Issued	Laptop with charger
Quantity	1
Equipment Condition	No damage
BARCODE:	
6 71860 132789 4	
Item 2	0 / 1 (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	1 / 1 (100%)
Item/ Equipment Issued	Personal bluetooth speaker
Quantity	1
Equipment Condition	No damage
BARCODE: 2 5783 3223 9	
To be used for meetings.	
Issuance	1 / 1 (100%)
Date Issued	10 Jan 2019 00:00 PST

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 Jun 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 Jun 2023 18:21 PST

Media summary

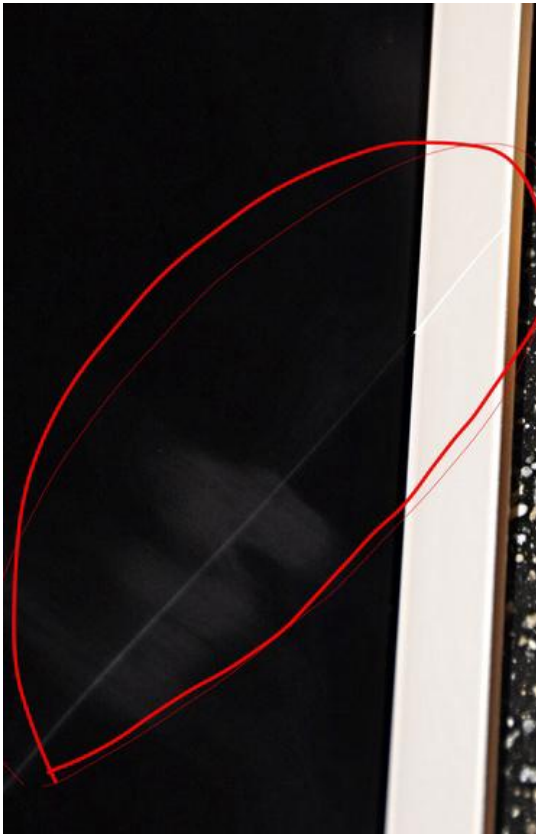


Photo 1