

Equipment Sign Out Sheet

Know who has what club equipment, so kit that goes missing can be asked after rather than written off.

Club kit and equipment out on loan: what, to whom, when, and whether it came back.

SIGN IT OUT, SIGN IT BACK

The returned column is the whole sheet. Equipment goes missing because nobody wrote down who had it, not because anybody meant to keep it.

Club or section			Sheet started			Kept by		
Date out	Item	Asset or kit number	Taken by	Contact	Due back	Returned on	Condition on return	Checked by

Items still out at this date

Date