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07	00	04.01.2026	1 of 1

BORROWER'S SLIP FOR THE USE OF SPORT/SOCIO-CULTURAL EQUIPMENT

Name:	
Department/Office:	
Date of Request:	
Purpose:	
Date and Time of Utilization:	
Return Date and Time:	
<i>Sports/Socio-cultural Equipment to be used (Please specify)</i>	
Name of Equipment:	Quantity:
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

Note: The client is required to return the borrowed equipment to the Sports/Cultural and Arts Development Section Head/Coordinator within **three working days** after its use. In the event of damage to the equipment, the borrower must **replace it within three working days**.

Approved by:

Signature of Borrower
Date: _____

Sports/Socio-cultural Coordinator
Date: _____