

	<b>ITEM BORROWING FORM</b> ISO 9001 – LEENTech Network Solutions Inc.	Document #:	Rev.:
		<b>F-SS-003-00</b>	<b>00</b>

**BORROWER DETAILS**

Name: _____	Borrowing Date and Time: _____
Business Unit: _____	Return Date and Time: _____
Contact No. _____	

**ITEM/S TO BORROW**

ITEM NAME	QTY

**PURPOSE OF BORROWING**

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Borrower Signature: \_\_\_\_\_ Approved By: \_\_\_\_\_ Issued By: \_\_\_\_\_

Disclaimer: For Items damaged upon return, borrower will be required to explain and/or replace the item depending upon the decision of Admin upon review of the explanation;

Implementation Date: September 15, 2018  
 Active Period: Three (3) Months  
 Copy Distribution: Admin -1, BU-1

Item Borrowing Form  
 Retention Period: One (1) Year

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