BORROWED ITEM RETURN DESK

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Identify the item with a short label and record who is arranging its return.

STEP 2 Use the review date for your next check, with any agreed return date in the note.

STEP 3 Mark an item returned only after handover and record how it was confirmed.

STEP 4 Which fact or document still needs checking?

BORROWED ITEM RETURN DESK

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

NEXT REVIEW DATE	BORROWED ITEM LABEL	PERSON RESPONSIBLE	RETURN PROGRESS	AGREED RETURN DATE AND HANDOVER CONFIRMATION

Outstanding question or record to confirm

BORROWED ITEM RETURN DESK

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Identify the item with a short label and record who is arranging its return.

Concrete next action

Owner / due

ACTION 2 Use the review date for your next check, with any agreed return date in the note.

Concrete next action

Owner / due

ACTION 3 Mark an item returned only after handover and record how it was confirmed.

Concrete next action

Owner / due

IMPORTANT CONTEXT

This is a personal record, not proof of ownership or a substitute for a lender's terms. Keep private contact details out of shared exports.

- [ ] Source checked
- [ ] Next action assigned