

# Departmental Asset Acquisition Schedule

Department:  
Information Technology  
Prepared By:  
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Date:  
2024-07-10  
Fiscal Year:  
2024-2025  
Supervisor Approval:  
John Smith

## Asset Acquisition Details

#	Asset Name	Category	Qty	Estimated Cost (USD)	Requested Date	Priority	Purpose/Remarks
1	Laptop Computers	IT Equipment	10	8,000	2024-08-01	High	For new employees
2	Network Switches	Networking	4	2,400	2024-08-10	Medium	Upgrade old infrastructure
3	Office Chairs	Furniture	12	1,560	2024-09-01	Low	Replacement for worn chairs
4	Projector	Electronics	2	1,800	2024-07-25	Medium	For meetings and presentations

## Important Notes

- All acquisitions must follow the organization's procurement policies and obtain necessary approvals.
- Estimated costs may vary; final allocation depends on supplier quotations and budgeting.
- This schedule should be reviewed periodically and updated as departmental needs evolve.
- Ensure that asset registration and tagging are completed upon receipt to maintain accurate inventory records.
- Incomplete forms may delay the acquisition process.