

Asset Acquisition Justification Statement

Request Date	2024-07-10
Department	Information Technology
Requested By	Jane Doe
Asset Description	Dell Latitude Laptop (i7, 16GB RAM, 512GB SSD)
Estimated Cost	\$1,200

Purpose and Justification

The acquisition of a new Dell Latitude Laptop is necessary to support the onboarding of a new team member and to maintain operational efficiency in project delivery. The current pool of laptops has no available units, and this hardware aligns with our security and performance standards.

Alternatives Considered

- Utilize existing equipment (none available)
- Lease equipment (not cost-effective for intended usage period)

Expected Benefit

- Seamless integration of new staff into active projects
- Improved productivity and reduced downtime
- Enhanced data security with up-to-date hardware

Impact if Not Acquired

Delay in project schedules, inability to fulfill project commitments, and reduced team productivity.

Requested by:

Jane Doe
IT Supervisor

Approved by:

John Smith
IT Manager

Important Notes

- Justification statements provide documented rationale for significant asset purchases.
- They are critical for budget approvals and audit purposes.
- Details should be clear, concise, and based on tangible business needs.
- Inclusion of alternatives considered demonstrates due diligence.
- Ensure required approvals and signatures are completed before submitting.

