

# Asset Acquisition Request Form

Request Date

Requester Name

Full Name

Department

Department

Contact Information

Email / Phone

## Asset Details

Asset Type

e.g., Laptop, Equipment

Asset Description

Detailed description of the asset

Quantity

Estimated Cost (per unit)

Purpose / Justification

Reason for acquisition and expected benefits

## Vendor / Supplier Information (if known)

Vendor Name

Vendor/Supplier Name

Vendor Contact

Contact Number, Email

## Authorization

Requested By

Name & Signature

Date

Reviewed By / Manager

Name & Signature

Date

Approved By

Name & Signature

Date

### **Important Notes**

- Ensure all required fields are filled out accurately before submitting the form.
- Asset acquisition requests typically require review and approval by department heads or management.
- Attach any relevant supporting documents, such as vendor quotes or product specifications.
- Keep a copy of the completed form for your records and for audit purposes.
- Acquisitions must comply with organizational procurement policies and budget allocations.