

Asset Acquisition Request Form

Request Date

Requester Name

Department

Contact Information

Asset Details

Asset Type

Asset Description

Quantity

Estimated Cost (per unit)

Purpose / Justification

Vendor / Supplier Information (if known)

Vendor Name

Vendor Contact

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.