

Asset Procurement Request

Request Number	APR-2024-001	Date	2024-06-15
Requested By	Jane Smith	Department	IT
Contact Email	janesmith@company.com	Contact Phone	+1 555-1234

Asset Details

Asset Description	Quantity	Estimated Cost	Justification / Purpose
Laptop Computer (Dell XPS 13, 16GB RAM, 512GB SSD)	3	\$3,600	Required for new software development team members.
Office Desk Chair (Ergonomic Model A5)	3	\$900	To ensure workplace ergonomics for new hires.

Approval

Requested By

Date: _____
Department Head

Date: _____
Procurement Officer

Date: _____

Important Notes

- Ensure all details, especially asset specifications and justifications, are clearly filled in.
- Approval from relevant authorities is mandatory before any procurement process begins.
- Estimated costs should be as accurate as possible; attach quotations if available.
- This form should be stored for auditing and asset management purposes.
- Procurement requests without sufficient justification may be delayed or declined.