

Fixed Asset Acquisition Application Form

Application No.

Date

Department

Applicant Name

Position

Contact No.

Asset Information

Asset Name / Description

Quantity

Estimated Cost

Preferred Vendor

Purpose / Justification

Intended Location

Specifications / Details

Approval

Applicant

Date: _____
Department Head

Date: _____
Finance / Admin

Date: _____

Important Notes

- This form must be completed and approved before acquiring any fixed asset.
- Assets should be tagged and recorded in the Fixed Asset Register after procurement.
- Ensure all supporting documents (quotations, proposals) are attached.
- Approval is subject to budget availability and company policy.
- Incomplete forms may delay the acquisition process.