IT Asset Acquisition Request Form

Requestor Information

Name:

Department:

Email:

Date of Request:

Asset Details

Asset Type	Model/Specification	Quantity	Estimated Price
e.g., Laptop	e.g., Dell Latitu	e.g., 2	e.g., $1200

Justification

Describe the need and business justification for the requested ass

Approval

Manager's Name:

Manager's Signature:

Approval Date:

Important Notes

- All fields must be completed before submission.
- Ensure business justification is clear and detailed to avoid delays.
- Manager approval is mandatory for processing the request.
- Quoted prices should be as accurate as possible based on current market rates.
- Retain a copy of this form for your records after submission.