

Standard Asset Request Document

1. Request Details

Request Title:

New Laptop for Marketing Department

Request Date:

2024-06-10

Request ID:

AR-2024-056

2. Requestor Information

Name:

Jane Smith

Department:

Marketing

Email:

jane.smith@company.com

3. Asset Details

Asset Type:

Laptop

Quantity:

2

Specifications:

Intel i5, 16GB RAM, 512GB SSD

4. Justification

Additional laptops required for newly onboarded marketing team members to ensure operational efficiency and timely campaign execution.

5. Approval

Approver Name:

John Doe

Approval Date:

2024-06-11

Status:

Pending

Important Notes

- Ensure all fields are accurately completed before submission.
- Justification must clearly state the business need for the asset.
- Approvals are mandatory before asset procurement can proceed.
- Keep a record of the request ID for future reference and tracking.