

Equipment Acquisition Justification Template

Request Date:

Requested by (Name/Dept):

Equipment Name/Type:

Quantity:

Estimated Cost:

1. Purpose & Need

2. Benefits & Impact

3. Alternatives Considered

4. Budget & Funding Source

5. Approval(s)

Supervisor/Manager:

Date:

Important Notes:

- Ensure all information is complete and accurate before submission.

- Attach quotations or supporting documents where applicable.
- This justification helps prioritize needs and optimize resource allocation.
- Consult the procurement or finance department for compliance requirements.
- Keep a copy of the completed form for future reference and audits.