

Equipment Acquisition Justification Template

Request Date:

YYYY-MM-DD

Requested by (Name/Dept):

Name or Department

Equipment Name/Type:

E.g., 3D Printer, Laptop, etc.

Quantity:

Estimated Cost:

e.g., \$2,500

1. Purpose & Need

Describe the need for this equipment and its intended use...

2. Benefits & Impact

Explain how this acquisition will benefit the organization/proj

3. Alternatives Considered

List any alternatives to acquisition (e.g., existing equipment,

4. Budget & Funding Source

Specify budget line(s) to be charged and funding source(s)..

5. Approval(s)

Supervisor/Manager:

Name / Signature

Date:

YYYY-MM-DD

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.