

Asset Leasing Request Form

1. Requestor Details

Name	[Requestor's Full Name]
Department	[Department Name]
Email	[Email Address]
Contact Number	[Phone Number]
Date of Request	[YYYY-MM-DD]

2. Asset Information

Asset Type	[E.g., Vehicle, Equipment, Computer]
Description	[Detailed Description of Asset]
Quantity	[Number]
Asset Value	[Estimated Value]

3. Lease Period

Start Date	[YYYY-MM-DD]
End Date	[YYYY-MM-DD]
Total Duration	[Number of Months/Days]

4. Purpose & Justification

Purpose	[Reason for Leasing the Asset]
Business Justification	[Explain Business Need/Benefit]

5. Approval Section

Supervisor Name	[Full Name]
Signature	[Signature or Electronic Approval]
Date	[YYYY-MM-DD]

Important Notes

- Ensure all sections are completed accurately before submission.
- Attach supporting documents as required (quotations, asset specifications, etc.).
- Approval from relevant authorities is mandatory for processing the request.
- Review company leasing policies before submitting this form.
- Incomplete requests may result in processing delays.

