

Capital Asset Acquisition Form

A. Requestor Information

Name

Department

Date

B. Asset Details

Asset Name/Description

Asset Type

Quantity

Proposed Vendor/Supplier

Estimated Cost (USD)

Funding Source

Justification / Purpose

C. Approval

Manager Name

Signature

Date

Finance Approval

Signature

Date

Important Notes:

- Ensure all details are filled in clearly and accurately before submission.
- Capital asset purchases typically require appropriate approvals and documentation.
- Attach supporting documents such as quotations or approval memos as required.
- Failure to comply with procurement policies may result in delays or rejection.