

Digital Asset Procurement Request

Request Date

Requestor Name

Department

Email

Contact Number

Digital Asset Details

Asset Name/Title

Type of Asset

Quantity

Purpose/Justification

Desired Vendor/Source (if known)

Procurement Requirements

Budget

Required Delivery Date

Licensing/Usage Rights Required

Supporting Documents

Approval

Reviewed By

Date Reviewed

Approval Status

Approver Comments

Important Notes

- All fields must be completed accurately to avoid processing delays.
- Ensure requested digital assets comply with company IT and security guidelines.
- Include clear justification and intended use of each digital asset requested.
- Attach relevant supporting documents (e.g., vendor quotes, specifications).
- Procurement is subject to approval based on availability of budget and compliance checks.