

Equipment Purchase Request

Requester Details

Name	John Doe
Department	IT Services
Email	j.doe@example.com
Date	2024-06-10

Equipment Details

#	Description	Quantity	Unit Price	Estimated Total
1	Laptop, 16GB RAM, 512GB SSD	2	\$1,000.00	\$2,000.00
2	Wireless Mouse	2	\$25.00	\$50.00
3	External Monitor 24"	2	\$200.00	\$400.00

Justification

Requesting new laptops and peripherals to support the onboarding of two new team members joining next month. Existing equipment is insufficient to meet current needs.

Budget Information

Budget Code	IT2024-CAPEX
Allocated Amount	\$5,000.00
Total Request Cost	\$2,450.00

Approval

Manager Name	Jane Smith
Signature	_____
Date	_____

Important Notes

- All equipment requests must be accompanied by a clear justification.
- Check with the finance department to ensure budget availability before submission.
- Incomplete forms may delay approval and procurement process.
- Managerial approval is required for all equipment purchase requests.
- Retain a copy of this document for reference and audit purposes.