

# Fixed Asset Request Form

Requestor Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Request: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Asset Requested By: \_\_\_\_\_

Contact Information: \_\_\_\_\_

## Asset Details

Description	Quantity	Estimated Cost	Purpose/Justification	Required By (Date)

## Approval

Approver Name	Designation	Signature	Date

## Additional Comments / Instructions

### Important Notes:

- All fixed asset requests must be submitted with proper justifications and valid quotations if available.
- Approvals from department heads and finance are mandatory prior to procurement.
- Ensure all required fields are filled out accurately to avoid delays.
- This form must be retained for audit and asset tracking purposes.