

IT Hardware Procurement Request

Requestor Information

Name:

Department:

Email:

Date of Request:

Hardware Details

Hardware Type:

Model / Specifications:

Quantity:

Justification / Purpose:

Approval

Approver's Name:

Signature/Approval:

Date:

Important Notes

- Ensure all information provided is accurate and complete.

- Requests without proper justification may be delayed or rejected.
- This form must be approved by the designated authority before any procurement process begins.
- Attach additional documentation if specific hardware requirements exist.
- Keep a copy of the completed form for your records.