

# Property Acquisition Request Document

## 1. Request Details

Reference No.	PA-2024-001
Date of Request	2024-06-01
Requested By	Jane Doe
Department	Facilities Management

## 2. Property Information

Property Type	Commercial Building
Location / Address	123 Main Street, Midtown, Cityville
Area (sq. ft.)	5,000
Current Owner	John Smith

## 3. Purpose and Justification

Purpose:  
Acquisition of commercial building to expand company operations and establish a new branch office in Midtown.

Justification:  
Strategic location for market growth; increased demand for office space; aligns with business expansion plan.

## 4. Financial Information

Estimated Cost	\$750,000
Budget Allocated	\$800,000
Funding Source	Capital Expenditure Fund

## 5. Approvals

Requested By	Jane Doe	Date	2024-06-01
Department Head	Michael Lee	Date	2024-06-02
Finance Approval	Susan Clark	Date	2024-06-03
Final Approval	CEO	Date	2024-06-04

## 6. Attachments

- Property Listing / Brochure

- Price Quotation or Offer Letter
- Site Map / Floor Plan
- Valuation Report (if available)

**Important Notes:**

- This document is to be used for formal property acquisition requests within the organization.
- Ensure all required sections are completed and accurate.
- Attach all relevant supporting documents for efficient evaluation.
- Obtain necessary departmental and financial approvals before submission.
- Acquisitions must comply with the organization's procurement and compliance policies.