Standard Asset Acquisition Request

Requester Information

Employee Name

Enter requester name

Department

Enter department

Email

Enter email address

Date of Request

Asset Details

Asset Type

e.g., Laptop, Software License

Quantity

Asset Description / Specifications

Provide details or specifications

Justification

Reason for Acquisition

State why this asset is needed

Cost Estimate & Budget

Estimated Cost

e.g., $2,000

Budget Code

Enter budget code

Approval

Manager Name

Enter manager name

Signature

Sign or type name

Approval Date

Important Notes:

- Ensure all requested details and justifications are filled in accurately before submission.
- Asset acquisitions must align with company procurement and budget policies.
- Incomplete request forms may delay the approval and acquisition process.
- Attach supporting documents or quotations if required by policy.
- Manager approval is mandatory for all asset requests.