

Asset Purchase Requisition Summary Sheet

Requisition Details

Request No.	APR-2024-015	Date	2024-06-15
Requested By	Jane Doe	Department	IT
Supervisor	John Smith	Expected Delivery	2024-07-01

Asset Details

Asset Name	Category	Quantity	Unit Price	Total Price
Dell Latitude 5440 Laptop	Computers	5	\$1200	\$6000
HP LaserJet Pro M404dn Printer	Printers	2	\$280	\$560

Justification

The purchase is required to equip new team members and replace aging equipment. This is essential to maintain operational efficiency and support ongoing projects.

Budget Information

Budget Code	IT-2024-APR	Allocated Budget	\$8,000
Total Requested	\$6,560	Remaining Budget	\$1,440

Approval Signatures

Name	Title	Signature	Date
John Smith	IT Manager	_____	____/____/____
Mary Lee	Finance Director	_____	____/____/____

Important Notes

- Asset Purchase Requisition forms must be accurately completed and approved prior to purchasing any asset.
- Ensure justification aligns with organizational goals and complies with budget allocations.
- Supporting quotations or vendor references should be attached where applicable.
- Keep a copy of the approved summary sheet for audit and record-keeping purposes.