

Asset Requirement Justification Document

1. Basic Information

Date: [YYYY-MM-DD]

Department/Team: [Enter Department]

Requester Name: [Enter Name]

Position: [Enter Position]

2. Asset Details

Asset Type	Description	Quantity	Estimated Cost
[Type, e.g., Laptop]	[Brand, Model, Specification]	[Number]	[Amount]

3. Justification for Asset Requirement

[Provide a detailed explanation for why the asset is needed. Include how it will be used, its impact on productivity or efficiency, and urgency or priority level.]

4. Alternative Considerations

[List any alternatives considered (such as existing assets, leasing, etc.) and reasons for not selecting them.]

5. Consequences of Not Acquiring the Asset

[Briefly describe potential impacts if the asset is not approved, e.g., delays, risks, decreased performance.]

6. Approval

Requested by: _____ **Date:** _____

Approved by: _____ **Date:** _____

Important Notes:

- Ensure all information provided is accurate and complete before submission.
- Clearly articulate the necessity and benefits of the requested asset.
- Review available alternatives to support your justification.
- Attach relevant quotations or supporting documents, if required.
- Obtain necessary approvals as per company policies.