**Equipment Requisition Approval Form**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Request Date: \_\_\_\_\_\_\_\_\_\_
Requisition Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **Requester Details**

* **Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Project Reference (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **Equipment Requested**

| **Item Name** | **Model/Specification** | **Quantity** | **Urgency** |
| --- | --- | --- | --- |
|  |  |  | **☐ High ☐ Medium ☐ Low** |
|  |  |  | **☐ High ☐ Medium ☐ Low** |
|  |  |  | **☐ High ☐ Medium ☐ Low** |
|  |  |  | **☐ High ☐ Medium ☐ Low** |

## **Reason for Equipment Request**

## **Approvals**

* **Department Manager: ( ☐ Approved ☐ Denied )**
* **Procurement Manager: ( ☐ Approved ☐ Denied )**
* **Budget Clearance: ( ☐ Yes ☐ No )**
* **Final Approval By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Date: \_\_\_\_\_\_\_\_\_\_**
* **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**