

Equipment Requisition Form

Template Word

Date: _____

Requisition Number: _____

Requested By: _____

Department: _____

Designation: _____

Project Name (if applicable): _____

Equipment Details

Item Name	Quantity	Specification/Model	Purpose

Justification for Equipment Request

Approval Section

- Department Head Approval: (☐ Approved ☐ Denied)
- Procurement Team Approval: (☐ Approved ☐ Denied)
- Final Approval by: _____
- Date: _____
- Signature: _____