**Equipment Requisition Release Form**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Requisition Date: \_\_\_\_\_\_\_\_\_\_  
Requisition Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Requested By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Release Date: \_\_\_\_\_\_\_\_\_\_**

## **Equipment to be Released**

| **Item Name** | **Model/Specification** | **Quantity Released** | **Condition** |
| --- | --- | --- | --- |
|  |  |  | **☐ New ☐ Used** |
|  |  |  | **☐ New ☐ Used** |
|  |  |  | **☐ New ☐ Used** |
|  |  |  | **☐ New ☐ Used** |

## **Reason for Release**

## **Receiving Employee Acknowledgment**

* **Received By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Date: \_\_\_\_\_\_\_\_\_\_**
* **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **Final Confirmation**

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