

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
			<input type="checkbox"/> New <input type="checkbox"/> Used
			<input type="checkbox"/> New <input type="checkbox"/> Used
			<input type="checkbox"/> New <input type="checkbox"/> Used
			<input type="checkbox"/> New <input type="checkbox"/> 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: _____