

# Customized Equipment Request Form Sample

Streamline your process with a **customized equipment request form sample** that includes an efficient approval workflow. This form is designed to simplify requests, ensuring prompt review and authorization. Enhance organizational productivity by managing equipment needs seamlessly from submission to approval.

## Requester Details

Full Name

Department

Select Department

Email

## Equipment Requested

Equipment Type

e.g. Laptop, Projector

Description / Specifications

Quantity

Justification for Request

Date Needed By

## Approval Workflow

Step	Approver	Status	Comments	Date
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1	Department Head	Pending ▼	<input type="text"/>	<input type="text"/>
2	IT Manager	Pending ▼	<input type="text"/>	<input type="text"/>
3	Procurement	Pending ▼	<input type="text"/>	<input type="text"/>

Submit Request