

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

Email

Equipment Requested

Equipment Type

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="button" value="▼"/>		
2	IT Manager	Pending <input type="button" value="▼"/>		
3	Procurement	Pending <input type="button" value="▼"/>		

Submit Request