IT Equipment Order Form

This **IT equipment order form** sample streamlines the procurement process by including a dedicated approval section, ensuring accountability and proper authorization. It is designed to capture detailed equipment requests along with necessary approvals for efficient tracking. Using this form helps organizations manage IT asset orders systematically and reduce processing delays.

Requester Information

Name		Department	
Email		Contact Number	
Date of Request		Employee ID	

Equipment Requested

Item Description	Quantity	Reason for Request	Preferred Brand/Model	Estimated Cost

Additional Comments (if any)

Approval Section

Approver Name		Approver Title/Position	
Date of Approval		Signature	
Comments/Conditions			

For IT Department Use Only

Date Processed		Processed By	
Status	[ ] Approved [ ] Rejected [ ] On Hold	Remarks	