

# Purchase Request Form Sample for IT Equipment

This **Purchase Request Form Sample** for IT equipment streamlines the procurement process by clearly outlining the necessary details and approvals. It ensures efficient tracking and management of IT asset requests within an organization. Using this form helps maintain transparency and accountability in equipment purchases.

## Requester Information

Name	
Department	
Request Date	
Email	

## Requested IT Equipment Details

Item Description	Quantity	Justification / Purpose

## Budget & Approval

Budget Code / Cost Center			
Estimated Cost			
Manager Approval	Name: _____	Signature: _____	Date: _____
IT Department Approval	Name: _____	Signature: _____	Date: _____

Please attach relevant quotations and supporting documents as required.