

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.