

Approval Request Form - Equipment Purchase

Use this **approval request form** sample to streamline the equipment purchase process, ensuring all necessary permissions are documented. It helps maintain transparency and accountability in acquiring new assets. Customize the form to fit your organization's specific approval workflow.

Requestor Name:

Department:

Equipment Description:

Quantity:

Estimated Total Cost:

Justification:

Preferred Vendor (if any):

Date Needed:

Approval Workflow:

| Approver | Name | Status | Date | Signature |
|-----------------|----------------------|--|----------------------|----------------------|
| Department Head | <input type="text"/> | Pending <input type="button" value="▼"/> | <input type="text"/> | <input type="text"/> |
| Finance | <input type="text"/> | Pending <input type="button" value="▼"/> | <input type="text"/> | <input type="text"/> |
| Procurement | <input type="text"/> | Pending <input type="button" value="▼"/> | <input type="text"/> | <input type="text"/> |