

Digital Equipment Request Form

Purpose: This **digital equipment request form** sample streamlines the process of ordering office technology, ensuring efficient tracking and approval. Designed for office use, the form simplifies communication between employees and the IT department. It helps maintain accurate records of equipment requests and allocations.

Employee Information

Full Name:

Department:

Email Address:

Contact Number:

Equipment Requested

Type of Equipment:

Specifications/Model (if known):

Quantity:

Purpose/Justification:

Supervisor Approval

Supervisor Name:

Supervisor Email:

Approval Status:

Comments:

Submit Request