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ASSET REQUISITION FORM

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Purpose: Employees submit this form to request office assets such as IT equipment, office furniture, or other workplace essentials.

Date of Request: _____

Employee Name: _____

Department: _____

Designation: _____

Asset Requested: _____

Quantity: _____

Purpose of Request: _____

Estimated cost: _____

Urgency Level:
☐ High (Essential for Work) ☐ Medium (Needed Soon) ☐ Low (Routine Request)

Admin Review & Approval: ☐ Approved ☐ Not Approved

Admin Remarks: _____

Stock Availability: ☐ Available ☐ Needs Procurement

Expected Delivery Date: _____

Received By (Employee Signature & Date): _____

Admin Review & Approval: ☐ Approved ☐ Not Approved

Signature _____

Usage Instructions:
- ☑ Employees **must justify the need for the requested asset**.
- ☑ The **Admin Team verifies stock availability** before approving requests.
- ☑ If the asset is unavailable, **a procurement request is initiated**.