

EQUIPMENT REQUEST FORM

Request Number: _____ Priority Level: _____

Requestor Information:

Full Name: _____

Department: _____

Email: _____

Phone: _____

Supervisor Approval:

Full Name: _____

Signature: _____ Date: _____

Equipment Details:

Item Description: _____

Quantity: _____ Unit Price (USD): _____

Total Price (USD): _____

Purpose and Justification:

Please provide a detailed explanation of the purpose for this equipment request, including how it supports business operations and any relevant project or task it will be used for.

Budget Information:

Budget Code: _____

Available Funds (USD): _____

Vendor Information (if known):

Vendor Name: _____

Contact Person: _____

Phone: _____

Email: _____

Terms and Conditions:

1. The requester affirms that all information provided is accurate and complete.
2. The equipment will be used solely for authorized business purposes.
3. The requester agrees to comply with all applicable laws, regulations, and company policies.
4. All purchases are subject to approval by authorized personnel.
5. Vendor selection must comply with company procurement policies, including any requirements for competitive bidding.
6. Equipment becomes company property upon purchase and must be maintained accordingly.
7. Any warranties, service agreements, or returns shall be coordinated with the Procurement Department.
8. The company reserves the right to reject or cancel any request that does not meet policy requirements.

9. The requester is responsible for ensuring appropriate budget allocation prior to submission.

10. This form and any related documents constitute a legally binding agreement under United States law.

REQUESTER'S SIGNATURE

SUPERVISOR'S SIGNATURE

Signature: _____

Signature: _____

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