[Company name]

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

Asset Purchase Request Form

Approving asset purchases properly: what is needed, why, cost, expected life, and who approved it.

Document	Asset Purchase Request Form
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

Request details

Requested by	**[Requested by]**
Department	**[Department]**
Request date	**[Request date]**

Asset details

Asset	Description	Quantity

[Company name]

Asset	Description	Quantity

Business justification

Reason for this purchase: **[reason in one or two sentences]**.

What happens if it is not purchased: **[consequence]**.

Alternatives considered: **[cheaper option, refurbished, or sharing existing assets]**.

Cost and supplier

Asset	Supplier	Unit price	Total

[Company name]

Total cost	
Budget code	[Budget code]

Expected life and depreciation

Asset	Expected life (years)	Depreciation method	Annual depreciation

Approval

Approved by	[Approver name]
Decision	Approved / Approved with changes / Refused
Signature and date	
Reason if refused	
Asset tags to be issued on delivery	

[Company name]

Checklist

Done	Check
	Every asset has a description, quantity, and justification.
	Costs are quoted per item with a supplier, and the total matches the budget code.
	Expected life and depreciation are stated, and approval is signed before ordering.