Ashford Business Services Ltd

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	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
Version	2.0
Date	**9 November 2026**
Review date	**9 November 2026**

Request details

Requested by	Requested by
Department	**Operations**
Request date	**9 November 2026**

Asset details

Asset	Description	Quantity

Ashford Business Services Ltd

Business justification

Reason for this purchase: **Reason in one or two sentences as agreed at the meeting**.

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

Alternatives considered: **JOB-1042**.

Cost and supplier

Asset	Supplier	Unit price	Total

Total cost	
Budget code	**Budget code**

Expected life and depreciation

Asset	Expected life (years)	Depreciation method	Annual depreciation

Ashford Business Services Ltd

Asset	Expected life (years)	Depreciation method	Annual depreciation

Approval

Approved by	Emma Clarke
Decision	Approved / Approved with changes / Refused
Signature and date	
Reason if refused	
Asset tags to be issued on delivery	

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.