[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. 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 **Version:** 2.0
Prepared by: _____ **Owner:** _____
Date: _____ **Review date:** _____

Request details
Requested by: _____ **Department:** _____
Request date: _____

Asset details
(1) **Asset:** _____ **Description:** _____ **Quantity:** _____
(2) **Asset:** _____ **Description:** _____ **Quantity:** _____
(3) **Asset:** _____ **Description:** _____ **Quantity:** _____
(4) **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
(1) **Asset:** _____ **Supplier:** _____ **Unit price:** _____ **Total:** _____
(2) **Asset:** _____ **Supplier:** _____ **Unit price:** _____ **Total:** _____
(3) **Asset:** _____ **Supplier:** _____ **Unit price:** _____ **Total:** _____
(4) **Asset:** _____ **Supplier:** _____ **Unit price:** _____ **Total:** _____
Total cost: _____ **Budget code:** _____

Expected life and depreciation
(1) **Asset:** _____ **Expected life (years):** _____ **Depreciation method:** _____ **Annual depreciation:** _____
(2) **Asset:** _____ **Expected life (years):** _____ **Depreciation method:** _____ **Annual depreciation:** _____
(3) **Asset:** _____ **Expected life (years):** _____ **Depreciation method:** _____ **Annual depreciation:** _____
(4) **Asset:** _____ **Expected life (years):** _____ **Depreciation method:** _____ **Annual depreciation:** _____

Approval
Approved by: _____
Decision: Approved / Approved with changes / Refused
Signature and date: _____ **Reason if refused:** _____
Asset tags to be issued on delivery: _____

Checklist
[ ] 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.