

EQUIPMENT PURCHASE REQUEST FORM TEMPLATE

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REQUESTER INFORMATION	
Name	
Department/Unit	
Job Title	
Phone Number	
Email Address	
EQUIPMENT DETAILS	
Equipment Name	
Quantity/Code	
Justification for Purchase	(Briefly explain why this equipment is needed and how it will benefit the department/unit)
BUDGET INFORMATION	
Cost Center	
Budget	
Fund/Account Number	
VENDOR INFORMATION	
Vendor Name	
Address	
City/State/Zip	
Phone Number	
Email Address	
APPROVAL INFORMATION	
Requester Signature	
Requester Date	
Requester Title	
Approval	
(Please verify that the purchase of the above mentioned equipment is necessary for the operations of the department/unit and is within the allocated budget)	

2-PAGE TEMPLATE

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