

## Equipment Requisition Request

**COMPANY NAME**  
**EQUIPMENT REQUISITION**

Date \_\_\_\_\_

Person Requesting \_\_\_\_\_

Purpose of Requisition

Internal Network  Approved by \_\_\_\_\_ Date \_\_\_\_\_

Customer Premise  Approved by \_\_\_\_\_ Date \_\_\_\_\_

Sold to Customer  Approved by \_\_\_\_\_ Date \_\_\_\_\_

*Customer Equipment requires payment or lease approval before order*

Customer Information

Customer Name \_\_\_\_\_

*Please attach copy of sales order for Customer Premise or Sold to*

Equipment Description	Model Number	Sold Price	Cost	Serial Number

**Finance Department Use:**

Payment Received Amount \_\_\_\_\_ Date \_\_\_\_\_

Lease Approved Leasing Co \_\_\_\_\_ Date \_\_\_\_\_

Purchase Order Issued Order Number \_\_\_\_\_ Date \_\_\_\_\_

Equipment Received Packing No \_\_\_\_\_ Date \_\_\_\_\_

Filled From Stock Reorder? \_\_\_\_\_ Date \_\_\_\_\_

**Notes:**