

Hardware Requisition Form

Date: _____

To: [Supervisor/Manager's Name]

From: [Your Name]

Department: [Your Department]

Contact Information: [Your Contact Information]

Equipment Requested

Item Description	Quantity	Justification
[Item 1]	[Quantity]	[Justification]
[Item 2]	[Quantity]	[Justification]

Approval

Please review the above requisition and provide your approval.

Approved by: _____

Date: _____

Additional Notes

[Any additional information or requests]

Thank you for your attention to this matter.

Sincerely,

[Your Name]