

Hardware Requisition Form

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Department]

Subject: Request for Hardware Requisition for Production Machinery

Details of Requisition

Item Description: [Description of the machinery or hardware needed]

Quantity Required: [Number of units needed]

Justification: [Reason for requisition, e.g., production increase, replacement, etc.]

Specifications

Model Number: [Model Number]

Brand: [Preferred Brand]

Estimated Cost: [Estimated cost if applicable]

Approval

Requested By: [Your Name]

Signature: _____

Manager's Approval

Approved By: [Manager's Name]

Signature: _____

Thank you for your prompt attention to this request.

Best Regards,

[Your Name]

[Your Job Title]

[Your Contact Information]