

Equipment request form

Complete the request details. Leave the approval section for your manager if your organisation requires approval.

1. Your details

Name	Team / department
Work email	Request date

2. Equipment requested

Item	Details / specification	Quantity

3. Reason and delivery

Why is the equipment needed?

Date needed	Delivery location
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4. Approval (if required)

Manager name	Decision: Approved / Not approved
Signature	Date