

Office Equipment Requisition

Subject: Requisition for Office Equipment

Dear [Approver's Name],

I am writing to request approval for the purchase of essential office equipment for the [Department Name]. After conducting a thorough assessment of our current resources, we have identified several items that are critical for maintaining productivity and efficiency.

The requested items include: [list specific equipment with quantities and estimated costs]. The total estimated budget for this requisition is [amount]. These purchases are necessary because [provide specific justification - e.g., current equipment is outdated, broken, or insufficient for team size].

I have obtained three competitive quotes from approved vendors, with [Vendor Name] offering the most cost-effective solution without compromising quality. The proposed equipment meets all departmental standards and includes warranty coverage.

The budget allocation for this purchase can be drawn from [budget line item] without exceeding our quarterly allocation. Implementation can begin immediately upon approval, with an estimated delivery timeline of [timeframe].

I have attached detailed specifications, vendor quotes, and a cost-benefit analysis for your review. I am available to discuss this request at your earliest convenience and can provide any additional information needed.

Thank you for considering this requisition. I look forward to your approval.

Best regards,

[Your Name]

[Your Position]

[Contact Information]

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