

# Business Equipment Purchase Planner

Evaluate equipment purchases before committing budget.

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## Equipment request form

Requested equipment		Department	
Estimated cost	\$	Needed by	
Business reason		Approver	

## Total cost checklist

<input type="checkbox"/> Purchase price	<input type="checkbox"/> Shipping	<input type="checkbox"/> Installation
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Supplies	<input type="checkbox"/> Warranty
<input type="checkbox"/> Training	<input type="checkbox"/> Storage	<input type="checkbox"/> Disposal

## Vendor comparison

Vendor	Price	Warranty	Delivery	Notes
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			