<table>
<thead>
<tr>
<th>Requestor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Identification:</td>
</tr>
<tr>
<td>Reason/Project/Program for which the asset is being purchased:</td>
</tr>
<tr>
<td>Cost/Benefit Analysis, if one is required to make a “Go/No Go” decision</td>
</tr>
</tbody>
</table>