

REFERENCE · GOOD EXAMPLE

Example Intake Request Form

A correctly completed request — the quality bar the assistant aims for.

Request title	25 laptops for new design team hires
Requester	Jordan Miller
Department	Design
Cost center	DES-204
Category	IT hardware
Description	25 laptops for designers starting next quarter, used for graphics and video editing.
Must-haves	32 GB RAM minimum; dedicated GPU; 1 TB SSD; delivered before the new hires start; standard company security image.
Nice-to-haves	16 inch display; lightweight for travel.
Quantity	25
Recurrence	One-off
Estimated budget	Around 55,000 EUR total
Budget approved	Yes, approved by the department head
Required date	Within 6 weeks, before the quarter starts
Delivery location	Amsterdam HQ, IT department for imaging
Preferred supplier	Existing laptop supplier under the current IT framework agreement
Existing contract ref.	IT hardware framework agreement 2025
Business justification	25 new designers are joining and cannot start productive work without equipment.
Urgency	Normal, but the delivery date is a hard requirement
Compliance	Devices must meet the company security and data protection standard

Suggested next steps Order against the existing IT hardware framework; confirm stock and lead time with the framework supplier; route to IT for imaging on arrival.