**Resource Allocation Form**

**[Company Name]  
[Department:** Department]

|  |  |  |  |
| --- | --- | --- | --- |
| **Project / Task Name:** |  | **Project Manager:** |  |
| **Allocation Period:** |  | **Date Prepared:** |  |

**Resource Allocation Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource Type** | **Resource Name** | **Role / Purpose** | **Quantity / Hours** | **Start Date** | **End Date** | **Assigned To** | **Remarks** |
| Human Resource | John Smith | Technician | 40 hours | 01/06/2025 | 07/06/2025 | Maintenance Team | Overtime included |
| Equipment | Generator A | Backup Power | 1 unit | 01/06/2025 | 15/06/2025 | Operations Dept. | Fuel required |
| Material | Safety Gloves | Site Safety | 50 units | 01/06/2025 | 01/06/2025 | Warehouse | New stock |
| Budget | Maintenance Fund | Repairs | $2,000 | 01/06/2025 | 30/06/2025 | Finance Dept. | Approved |
|  |  |  |  |  |  |  |  |

**Approval Section**

|  |  |  |  |
| --- | --- | --- | --- |
| **Prepared By:** |  | **Reviewed By:** |  |
| **Approved By:** |  |  |  |
| **Signature:** |  | **Date:** |  |

**Notes**

* Use this form to plan and track the allocation of staff, equipment, materials, and budget.
* Ensure all allocations are approved before execution.
* Attach supporting documents if required.