Capital Expenditure Request

Date:

Project / Asset Name						
Requestor						
Department						
Date of Request						
Total Amount						
Type of Expenditure						
Description / Justification						
Expected Benefits						
Estimated Delivery / Completion Date						
Cost Breakdown						
Item / Description	Quantity	Unit Cost	Total Cost			
Approval						
Prepared by						
Date: Department Head Approval						
Date: Finance Approval						

Final Approval		
Date:		