

Retail Store Renovation CapEx Request

PROJECT INFORMATION

Store Name/Number

Location

Date

Requested By

Position/Department

PROJECT DESCRIPTION

Scope of Work

Reason for Renovation

FINANCIAL SUMMARY

Total Estimated Cost

Requested CapEx Amount

ESTIMATED COST BREAKDOWN

Item/Category	Vendor/Contractor	Estimated Cost	Notes

TIMELINE

Estimated Start Date

Estimated Completion Date

APPROVALS

Department Head Name

Signature

Date

Finance Department Name

Signature

Date