

CAPITAL EXPENDITURE APPROVAL FORM

Requestor Information		
First Name	Last Name	Email Address

Project		
Project Title	Department	Requested Approval Amount

Project Details
Description of Project/Expenditure (Concise overview including purpose, scope, benefits, etc)
Budget Breakdown (Outline projected costs including equipment, labor, materials, etc)
Justification for Capital Expenditure (Explain the reasons and benefits, including alignment with company objectives, potential ROI, impact on OPS, efficiency improvements, etc)
Estimated Timeline (include key milestones and deadlines)

Approval Details		
First Name	Last Name	Title
Approving Authority Decision	Comments (if modifications or denied)	

By signing below, I acknowledge that I have reviewed the capital expenditure request and understand the associated details and implications.

Signature:

Date: