

## CAPITAL EXPENDITURE APPROVAL FORM

Requestor Information		
First Name	Last Name	Email Address

Project		
Project Title	Department	Requested Approval Amount

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

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

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

**Signature:**

**Date:**