

Action Item Log – Capital Expenditure Approval

Project Name	_____
Project ID	_____
Prepared By	_____
Date	_____
Department	_____

Action Item Log

No.	Action Item	Owner	Due Date	Status / Comments
1	Prepare project justification document	John Smith	2024-06-15	Completed
2	Obtain cost estimates from vendors	Mary Lee	2024-06-20	In Progress
3	Review with finance team	Alex Chen	2024-06-25	Pending
4	Submit CAPEX approval form	John Smith	2024-06-26	Pending

Important Notes

- This document tracks key tasks required for capital expenditure approval.
- Regular updates help ensure accountability and timely progress.
- Status and comments should be updated as actions progress or are completed.
- Keep supporting documents referenced in the Action Item Log readily available.
- Ensure alignment with company's capital approval policy for all listed actions.