

Capital Asset Justification Report

Project Title:

Prepared By:

Date:

Department/Division:

1. Executive Summary

Brief overview of the justification for the capital asset acquisition.

2. Asset Description

Provide a clear and concise description of the asset.

3. Justification and Rationale

- Reason for acquisition/replacement
- Benefits and expected outcomes
- Impact on operations and efficiency

4. Financial Analysis

Item	Cost	Funding Source
Purchase Price	_____	_____
Installation	_____	_____
Training	_____	_____
Total	_____	_____

5. Alternatives Considered

- Alternative 1: _____
- Alternative 2: _____
- Reason for selected option

6. Implementation Plan

- Timeline: _____
- Key Milestones: _____
- Responsible Parties: _____

7. Approval

Name

Signature

Date

Important Notes

- Ensure that all cost estimates are accurate and justified with supporting documentation.
- This report should be approved by the relevant authorities before proceeding with the acquisition.
- Consider long-term maintenance and operational costs in the analysis.
- Document all alternatives and rationale for the chosen decision.
- Update the implementation plan as required during the project lifecycle.