Capital Expenditure Approval Workflow

1. Request Details

Project/Asset Name	
Department	
Requested By	
Date of Request	
Estimated Amount	
Brief Justification	

2. Approval Workflow

Level	Approver Title/Role	Approval Status	Signature/Initials	Date	Remarks
Step 1	Initiator / Department Head				
Step 2	Finance Review				
Step 3	Executive Approver				
Step 4	Board/Committee (If Required)				

3. Supporting Documents Checklist

- Project Proposal
- Cost Estimates/Quotations
- Risk Assessment Report
- Return on Investment (ROI) Analysis
- Other Relevant Documents

Important Notes

- All capital expenditure requests must be supported by adequate justification and documentation.
- Approvals must be obtained in sequence as specified in the workflow.
- Incomplete forms or missing documentation may result in delays or rejection.
- Keep records of approvals and supporting documents for future audits.
- This workflow is subject to company policy and may be updated as required.