

Capital Allocation Statement Sign-off Sheet

Project/Initiative Name

Reference No.

Business Unit / Department

Prepared By

Date Prepared

Requested Capital Amount

Summary of Capital Allocation

Description	Amount	Remarks
Total		

Authorization / Sign-off

Prepared by: Date:

Reviewed by: Date:

Approved by: Date:

Important Notes

- All financial information and justifications must be verified prior to sign-off.
- Authorization from all designated individuals is required for capital allocation release.
- This document serves as a formal record for audit and compliance purposes.
- Any changes to the allocation must be documented and re-approved.
- Keep a copy of this signed sheet in the official project file for reference.