

# Capital Allocation Tracking Sheet

Date: \_\_\_\_\_  
Prepared by: \_\_\_\_\_  
Department/Team: \_\_\_\_\_

Project/Investment	Purpose	Allocated Capital (USD)	Spent to Date (USD)	Remaining (USD)	Status	Notes
Expansion Project A	Facility Upgrade	500,000	150,000	350,000	In Progress	On schedule
IT Infrastructure	System Upgrade	120,000	60,000	60,000	In Progress	Vendor selection completed
Marketing Campaign	Brand Awareness	80,000	80,000	0	Completed	Positive result
Product R&D	New Product Development	200,000	75,000	125,000	Ongoing	Phase 1 complete

## Important Notes:

- Regular updates to this sheet ensure accurate capital tracking and budget compliance.
- All allocations and expenditures should be supported with proper documentation.
- Monitor project statuses to identify delays or reallocations promptly.
- Review remaining capital frequently to optimize future allocations.
- This document should be reviewed and approved by authorized personnel.