

# CAPITAL EXPENDITURE APPROVAL FORM

## Project Details

Project Title	_____
Project Code / Ref	_____
Department	_____
Submitted By	_____
Date of Submission	_____

## Description & Justification

Description of Capital Expenditure	_____
Business Need / Rationale	_____
Benefits Expected	_____

## Financial Details

Estimated Cost (Currency)	_____
Budgeted (Yes/No)	_____
Funding Source	_____
Cost Classification	ØÙ„ Equipment ØÙ„ Infrastructure ØÙ„ IT ØÙ„ Other _____
Alternative Considered	_____
Payback Period (if applicable)	_____

## Approval

Requested By:	_____
Name & Date	_____
Department Head:	_____
Name & Date	_____
Finance Review:	_____
Name & Date	_____
Final Approval:	_____

### Important Notes

- Capital Expenditure requests must be supported by clear justification and supporting documentation.
- All project estimates should be as accurate as possible and include quotations where feasible.
- The form should be fully approved before any commitments are made or orders are placed.
- Alternative solutions and a cost-benefit analysis should be provided for capital projects above the internal threshold.
- Incomplete forms or missing approvals may lead to rejection or delay in processing.