

# CAPITAL EXPENDITURE APPROVAL FORM

## Project Details

Project Title

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Project Code / Ref

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Department

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Submitted By

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Date of Submission

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## Description & Justification

Description of Capital Expenditure

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Business Need / Rationale

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Benefits Expected

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## Financial Details

Estimated Cost (Currency)

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Budgeted (Yes/No)

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Funding Source

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Cost Classification

ŔŔŔŔ, Equipment ŔŔŔŔ, Infrastructure ŔŔŔŔ, IT ŔŔŔŔ, Other \_\_\_\_\_

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Alternative Considered

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Payback Period (if applicable)

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## Approval

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Requested By:

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Name & Date

Department Head:

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Name & Date

Finance Review:

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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.