

Capital Expenditure Justification Template

1. Project Overview

Project Title:

Department:

Project Manager:

Date:

Description:

2. Purpose and Rationale

- State the business need or opportunity.
- Describe how this expenditure aligns with strategic goals.

3. Estimated Costs

Cost Item	Amount	Justification
Equipment	_____	_____
Installation/Implementation	_____	_____
Training	_____	_____
Other (Specify)	_____	_____
Total	_____	_____

4. Benefits

- Financial (Cost savings, revenue increase)
- Operational (Efficiency, productivity)
- Strategic (Market position, compliance)
- Other (Specify)

5. Risks and Mitigation

- Identify major risks associated with the expenditure.

- Outline mitigation strategies.

6. Alternatives Considered

7. Approval

Name	Title	Signature	Date

Important Notes:

- Ensure all costs are accurate and substantiated with supporting documentation.
- Consider long-term benefits versus upfront investment.
- Highlight compliance with organizational policies and procedures.
- This document should be approved by appropriate authority before committing to expenditure.
- Maintain records of all reviews and decisions related to this expenditure.