

Statement of Capital Budget Requests

Organization: Acme Corporation

Department: Facilities & Operations

Fiscal Year: 2024-2025

Date Submitted: June 12, 2024

Summary

This document outlines the capital budget requests for the fiscal year 2024-2025. The requested funds will allow the organization to address critical infrastructure needs, strategic projects, and equipment replacements essential for ongoing operations and growth.

Requested Capital Items

Project/Item	Description	Estimated Cost	Priority
Office Renovation	Refurbishment of main office space, including flooring and lighting upgrades.	\$75,000	High
Server Upgrade	Replacement of outdated servers to improve IT security and speed.	\$40,000	Medium
Fleet Vehicle Purchase	Acquisition of 2 delivery vans to expand distribution services.	\$60,000	High
Energy Efficiency Project	Installation of LED lighting and solar panels company-wide.	\$120,000	Medium

Justification

The requested capital investments are essential to support company growth, ensure safety and code compliance, and achieve operational excellence. They will contribute to better productivity, sustainability, and long-term cost savings.

Prepared by: Jane Doe, Facilities Manager

Important Notes

- Capital budget requests should be aligned with organizational strategy and priorities.
- Provide clear and detailed justifications for each requested item or project.
- Ensure cost estimates are robust and based on reliable data or quotations.
- Document must be reviewed and approved by relevant stakeholders before submission.
- Requests are subject to final management and/or board approval based on available resources.